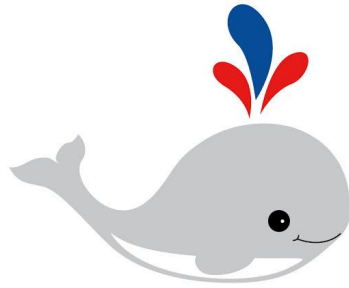


Mandeville Elementary School PTA



Volunteer Handbook

Welcome to Mandeville Elementary PTA! We look forward to working with you and thank you for the time, talent, and commitment you bring to MES. Money cannot buy what our volunteers give to our school. In this handbook, we have listed some helpful hints to make your volunteering more enjoyable.

Sign - In

Volunteers must sign-in at the front office before entering the school. Please be prepared to show your ID at the front desk. It is important for the office staff to know who is in the school and for what purpose.

Name Badges

For students' safety, all volunteers must wear a name tag at all times. You will receive a tag when you check in at the front office. If you are volunteering in the office, only school personnel should make the name badges.

Confidentiality

As a volunteer, you may be privy to certain information within the classroom or school. For the protection of the students, please do not discuss anything that you may see or hear within the school. All information is considered confidential. Volunteers must sign a confidentiality agreement form. If you have special concerns, please discuss them with the teacher or principal in private.

Photographs

Volunteers are NOT permitted to photograph students. This rule is the result of La. R.S. 17:3914. The only exception will be a parent that is part of the yearbook committee. Posting pictures of your child with other students in the background on social media is not allowed.

Restrooms

Adult restrooms are located in the front office. For the safety of the students, volunteers are not allowed to use the children's restrooms at any time.

Teachers' Lounge

The teachers' lounge is located near the front offices. It is for adults only. No students are allowed. The lounge is reserved for teachers only between 10:45 am and 1:30 pm.

Copier

The copier for PTA is located in the workroom in T-1 hallway. Please use the PTA paper located in the PTA Room (309) for all PTA-related copies. All PTA copy requests should be approved by the committee chair/president first. The committee chair/board member can also provide the copier access code. All PTA correspondence going home with students must be approved by the principal before final copies are made. Please do not use colored paper without permission from a member of the PTA board.

Office Volunteers

Please be professional when volunteering in the office. It is a visitor's first impression of the school. Please refrain from texting or talking on your cell phone. Please don't use your office time as social visits for visitors coming through. The office is very busy and it is distracting when people are visiting and chatting. Also, please don't answer questions that you might not know the

answer. When in doubt, ask Ms. Norma or Ms. Holli. Defer any serious or legal questions to them as well.

Fire Drills

All volunteers are required to observe all drills. Please contact the nearest teacher for instructions.

Classroom Volunteers

MES teachers cherish their classroom volunteers. In order for teachers to maximize the use of their volunteers, volunteers should:

1. Be on time for your scheduled volunteering time.
2. Find a sub or let the teacher know as soon as possible if you are unable to volunteer.
3. Enter the classroom only at your scheduled volunteering time as interruptions take away from valuable instructional time.
4. Please do not bring your non-MES children with you when you are working in the classroom. This will help minimize classroom distractions.
5. Please do not make a habit of checking your students out of school just because you are finished with your volunteering that day. It is very important that the students attend the full day of school.

Working With Students

1. Be positive - praise the students.
2. Be warm and friendly- remember students' names and show interest in what they are doing and saying.
3. Be encouraging - let students do their own thinking by giving them enough time to answer.
4. Be accepting - don't judge a child's ability, progress or behavior.
5. Have a sense of humor.
6. Let the teacher handle discipline issues.

Dress Code

Dress comfortably, but respectfully for work in the classroom and the office. Please no exercise clothes or tennis outfits. Adult MES t-shirts are available in the office for field trips and special events.

Board Meetings

Board meetings are held once a month on Wednesdays in Room 309.

MES PTA is grateful for our parent volunteers and we thank you for making a difference! If you have any questions, comments, or suggestions, please the vice presidents of volunteers at mesptavp@gmail.com.