JWE PTA Volunteer Guidelines

- Never interrupt a classroom during school hours.
- Don’t walk through the front office - be respectful of the staff’s workspace.
- Respect teacher’s time. All personal concerns should be addressed during a scheduled parent conference.
- Make sure your cell phone is silent while on campus.
- Keep noise level down, especially in hall and 2/3 area. Kids are learning.
- While on campus, you may overhear conversations regarding staff or students. Please adhere to strict rules of confidentiality and do not repeat what you’ve heard.
- As a representative of JWE PTA, avoid expressing negative opinions or dissatisfaction with teachers, staff or other volunteers while on campus.
- Be supportive and inclusive of our volunteers. Make them feel welcome in conversations.
- Handling of Complaints:
  - If you have a complaint, please take it to the person or people involved and talk to them directly.
  - Remember feelings, people work hard in ways you don’t even know.
  - Please let Paige Bowick (PTA President) know if you are hearing complaints regarding the PTA.
- Wear your name badge when on campus.
- Be flexible to changing needs and schedules.
- In the classroom/direct volunteering:
  - Call in advance or find a substitute if you are unable to volunteer at your assigned time.
  - Be on time; call in advance if you are unable to fulfill your commitment.
  - Serve under the direction and supervision of the teacher.
  - Do not discipline students.
  - Only work with students in open, observable areas.
- Follow campus procedures ex. requesting colored paper in time.
- Be respectful of others time: don’t let your procrastination become someone else’s emergency.
- Follow carpool line rules.
- No children allowed in workroom.
- School can’t be used after hours without express permission form the administration.
- Rooms other than the workroom need to be booked with Mrs. Susie.
- Keep everyone in your communication chain in the loop.
- Keep track of your budget.
- Log all hours that aren’t Raptored (recorded through check in/out) at jwepta.org.
- Do not enter into agreements or sign contracts. Paige Bowick (PTA President) is the only person who can sign contracts.