

PARENT VOLUNTEERS GUIDELINES/REPONSIBILITIES  
HIALEAH GARDENS ELEMENTARY

1. Once you are approved and registered with the counselor Ms. Alfaro, your request will be submitted to the Principal of the school, who will assign you to one of the activities where volunteers are needed.
2. Your volunteer assignment, duration, and participation, is at the discretion of the Principal of the school.
3. Volunteer positions available are: Parent Teacher Association (PTA) assistant for various fundraising activities and events, Media Center assistant to organize, classify and encase books and materials, cafeteria monitor to assist with cleaning and discipline, homeroom parent to assist teachers with preparing classroom materials at home.
4. Parents are not allowed to volunteer inside the classrooms, especially where their children are.
5. If volunteers have any accident and are properly registered at district level and at school level, they are covered by Workmen’s Compensation. Please inform your supervisor immediately after the accident occurs.
6. Volunteer assignments can be terminated at any time at the Principal’s discretion.
7. Parents who are active Volunteers are not to visit their children’s homeroom to “check on their children” or to have teacher conferences during their volunteering hours. Volunteers are to adhere to their assigned activities, assigned working spaces and schedules.
8. Volunteers, please be mindful of the students’ safety at all times: do not yell or touch any student for any reason. If they misbehave or put themselves or others in danger notify the supervising teacher/activity leader immediately.

I, \_\_\_\_\_ (Print first and last name), father/mother/legal guardian of \_\_\_\_\_ (write the name (s) of your children and their teachers), and I have read and agreed with the above mentioned guidelines, and sign in agreement.

Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_