



WESTPARK SCHOOL

Volunteer Expectations and Guidelines

Westpark School greatly appreciates the generosity of individuals from our community who volunteer their time in the classroom, on field trips, and in athletics. As a volunteer, you are part of an educational team that is committed to bringing the outside world into the lives of our students. Research indicates many positive outcomes for children when parents volunteer and actively participate in their child's school life. We have a healthy relationship with our Parent Advisory Council, and invite you to get involved in any way you can by emailing parents@westparkschool.com.

Volunteer Guidelines:

- Enter and exit through the main school doors, signing in and out of the building.
- Ensure your P2P Certification is up to date.
- Report to the reception.

Volunteer Expectations:

- Show respect for and work closely with school staff, following their direction.
- Do not bring younger children to the school during your volunteer hours.
- Turn off your cell phone while you are volunteering with a class or team.
- Please arrive 10 minutes prior to your agreed upon volunteer shift.
- Parents have no special access to their own children while on the premises in a volunteer role.
- Maintain student confidentiality: Volunteers are expected and required to keep all student information shared while working as a volunteer confidential. Volunteers may not release any student information (academic, medical or personal) without parent/guardian permission.
- Acknowledge that teachers are responsible for discipline in the classroom.
- Refer to the classroom teacher or regular school staff member for the final solution of any student problem which arises.

Volunteering with Westpark School is a privilege. Our volunteers are meant to enhance the student experience and enrich the community that they're a part of. Any violation of these guidelines and expectations could result in the loss of these privileges.

Name of Volunteer: _____

Signature: _____

Westpark School

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Academics for today; Character for tomorrow; Jesus forever