**Northwestern Primary School PTO**

**2016-17 Volunteer Policy**

**When Working with the Students:**

* Support the respect each child feels for their teacher
* Encourage children to do their best
* Use patience
* Be kind, fair and enthusiastic
* Leave personal problems at home

**School Policy-Volunteering**

* Park only in the parking lot
* Use the main doors when entering the building
* Report directly to the office upon entering. Sign in/place visitor tag with your name in prominent place.
* When entering the building there must be a specific reason for your presence (ex. PTO function or volunteer activity or assisting a teacher with a certain task.)
* When your task is complete, we ask that you sign out and leave the building. You must exit using the main entrance. Please do not wander the halls.
* Any/all work that a PTO volunteer is doing should be completed in the PTO designated area if possible..
* No communication devices, such as CELL PHONES, BEEPERS, TWO WAY RADIOS, ECT are allowed to be operated in the building due to the security procedures that are in place.
* Smoking is prohibited in the school or on school grounds.
* Younger children are welcome but must be supervised at all times. However they are not allowed in the classrooms with students.
* NO children are permitted in the copy room. If at all possible, please try to plan your time needed in the copy room when you have a helper that is able to stay with the child in the PTO room
* Unless approved at the office, please do not enter or interrupt a classroom teacher for any reason. The learning experience of our children is first priority.
* At the holiday classroom parties younger children are not permitted. These parties are for Northwestern students only. This is NO exceptions. If needed please see Mrs. LeDonne regarding this matter.

**We ask that if you enjoy volunteering, that you will abide by these rules. The security of our children requires all of us to be careful about who is in the school at all times.**

**SCHOOL LUNCH- If you want to purchase lunch while you are at the school, please notify the cafeteria no later than 10:00 am for the day you will be attending.**

**The staff at Northwestern and the PTO officers encourage you to get involved in the school experience of your child and we look forward to working with you.**

**\*\*\*Enjoy your time spent here at Northwestern Primary\*\*\***