

# Volunteering During School Hours

## Rules and Guidelines

First and most importantly, thank you for volunteering your time to help the teachers and students at Sunrise Elementary. The following information is to help things run smoothly for everyone while volunteering during school hours. Thank you!

1. Sign in at the office, be prepared to show a license.
2. Try not to disturb teachers or children- it becomes a disruption to the classroom learning.
3. Try to find locations to complete tasks that are out of the way and not occupying space that is otherwise needed, e.g. science lab or hall.
4. All clearances must be up to date and on file in the office
5. Communicate with teachers by phone or email to make sure that the time you plan to stop by is convenient for the teacher/grade/school.
6. We do not permit younger siblings to come along- it becomes a disruption.
7. If something is needed from the teacher's lounge, please ask and Mrs. Bonadio will be happy to get it for you.
8. If you are taking your children home with you at the end of the day please sign them out in the office.