



Jones Lane Elementary School PTA

Jones Lane Elementary School Volunteer Guidelines

1. Please sign in the office each time you are on school grounds. You must have the secretary sign you in on the computer. The computer helps us keep an accurate record of all volunteer hours and it is necessary for staff to know who is in the building in the event of an emergency.
2. Please wear a volunteer identification sticker whenever you are volunteering. These stickers are necessary to identify you as a volunteer to the school staff.
3. Please maintain **STRICT** confidentiality with all matters, whether positive or negative, pertaining to school, staff, and students.
4. Please do not bring younger children with you when you volunteer or chaperone. Please be aware that younger children can be a distraction to teachers and students. The school insurance does not cover them and the office equipment (laminator/copy machine/paper cutter) is of particular concern.
5. Please stay in the area where you are volunteering, unless a staff member instructs you otherwise.
6. If there is a fire drill while you are on school grounds, you must exit the building by the nearest door and check in with the nearest school personnel with a walkie-talkie.
7. If you cannot keep your commitment to a teacher or staff member, please notify them by sending them a note or calling the office. If you are unable to keep your scheduled time for PTA volunteer services, please contact the chairperson or Volunteer Coordinator, Kristen Kaelin at (301)330-9315 or krkaelin@comcast.net.

Thank you for being a Jones Lane Volunteer!