

## A Volunteer's Code of Ethics

- A **volunteer** keeps confidences. Conduct yourself in a professional manner and please do not discuss a child with anyone other than the teacher.
- A **volunteer** is reliable and prompt. The school staff depends on you. If you have to be absent, please make arrangements to have your responsibilities covered by another volunteer.
- A **volunteer** is neat in appearance and sets a good example for the students.
- A **volunteer** makes a commitment of time, is patient with the students and realizes he or she is there to help the children.
- A **volunteer** helps to widen the horizons of the students by being a concerned, helpful, friendly person.



To log volunteer hours donated outside of the school please go to:  
[www.v-volunteer.com/](http://www.v-volunteer.com/)

To apply online for the volunteer criminal history record check go to:  
[www.neisd.net/vol/index.html](http://www.neisd.net/vol/index.html)

### REDLAND OAKS PTA

16650 Redland Road  
San Antonio, Tx 78247

[www.RedlandOaksPTA.com](http://www.RedlandOaksPTA.com)

Information herein is provided by the Redland Oaks PTA Executive Committee.

## Redland Oaks Homeroom Parent Procedures

### Reaching Out Engaging Students



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# Homeroom Parent Procedures & Guidelines

1. All volunteers must have completed the Volunteer Background Check through NEISD and be cleared before serving as a volunteer.
2. Always check in at the office and get a badge for both on campus and off-campus activities. Always wear your identification in the building and then return it to the office. If you don't log out, you will only be marked for one hour of volunteer time. Grants and awards are available to PTAs and schools based on the number of volunteer hours logged.
3. This statement is to be included on any class letters from Homeroom Parents: "Please understand that this activity is completely optional. I knew that many of you would want to know about our teacher's birthday, so I wanted to make you aware of the upcoming event. If you'd like to send her a gift that is also your prerogative." The "our teacher's birthday" phrase can be exchanged for holiday party or teacher appreciation week.
4. Homeroom parents may wish to purchase a class gift for the teacher. In order for others to contribute this statement must be included in the class letter: "I will be purchasing a gift for our teacher. If you wish to contribute you are welcome to, but you are not obligated to do so. The gift will be presented from the entire class."
5. A "Teachers favorites" list is available for parents to help choose appropriate gifts. These lists will be provided by the Homeroom Parent Coordinator and may accompany class letters to be sent home.
6. Foods provided for class parties must be store bought. Please choose fun and healthy options whenever possible.
7. All printed flyers, and documents concerning PTA events, programs, training dates, or orientations at the school need to be reviewed by the PTA President and the Principal prior to distribution.
8. Be certain that you are trained on any equipment you will be using. The office personal are available to answer any questions or other needs you may have regarding the machinery.
9. If you are running copies and a teacher or staff member needs to use the machine, please stop your copy run and let them take care of their copying. They usually only have a few moments to spare and we as volunteers need to be conscious of their time constraints.
10. The copy machines are tax funded, and machines are not to be used for personal or non-school related outside activities.
11. School procedures do not allow children of any age in the workroom. There are multiple items that pose a safety hazard to children.
12. For parents assisting teachers, there will be a basket in the teachers' mail box with the daily/weekly copy assignments. Please return the basket to the mail box upon completion.
13. Please remember not to disturb teachers during the school day. If you need to discuss any issues please make an appointment. Refrain from lingering in or around the classroom. This creates a distraction to the students as well as interrupts instruction time.
14. Schedule a time to visit with your teacher and find out how you can best serve their needs and the needs of the classroom. Some teachers want a lot of help and some prefer much less. Please do your best to support the wishes of the teacher and the well-being of the classroom.
15. Keep your classroom parents informed of what you are doing on their behalf. All parents want to know what special events will happen in the classroom and deserve the right to participate and/or help as needed.
16. TAKS Testing dates are closed campus dates for Redland Oaks. There are no volunteers or visitors allowed on campus on these dates. This will help to ensure a quiet campus for the students who are testing.
17. Proper attire for volunteers should follow what is allowed for our students. We, as adults, should be setting good examples of acceptable dress, especially for the older students.
18. It is prohibited to post class/school photos on Facebook or other social networks. Student images in school functions are protected by the district. Use of volunteer, parent or student contact information for personal/business endeavors is also prohibited.
19. Remember that you are an invaluable resource to our school and that your time and dedication to our students is sincerely appreciated!