

## Dome School – Guidelines for Classroom Volunteers

**Thank you for giving your time and energy to help make our classrooms wonderful places for learning and sharing! We offer the guidelines below to help you understand some of our important classroom goals and practices.**

### **COMMUNICATION**

- We communicate our classroom rules through three simple statements:

*We take care of ourselves.*

*We take care of each other.*

*We take care of our things.*

- Communication is a two-way street! We will give you feedback, direction, and materials to support your success as a Dome School volunteer. We encourage you to ask questions, make suggestions, and express needs. Your input will help make the Dome School the best it can be!

### **RELIABILITY**

- As a parent co-operative, parents and community volunteers make our Dome School program the special learning experience it is. The staff and kids appreciate you AND depend on you, so...
- Please—arrive on time! That way the staff will know you didn't forget and they won't panic!
- If you must be late, call the office (541-592-3911).
- If a conflict arises for a day that you are scheduled, find another parent or responsible adult to substitute for you, and then notify us of the change.
- If for some reason you're not able to find someone to take your place, let the teachers know as soon as possible so a replacement can be found.
- If you are sick or have an emergency the same day you are scheduled, notify the office as early as possible.

### **CLASSROOM/PLAYGROUND**

- Help children notice and enjoy their learning process as well as their completed work:
  - "How did you get that answer?"
  - "What do you like best about this?"
  - "Would you tell me about this picture?"
- Share your appreciation for behavior that helps meet your or the group's needs:
  - "Danny, thanks for coming to the rug the first time I asked. It really helps us use our time wisely."
  - "Mary, I noticed you gave Jennifer a turn at the Listening Center. That's what I call being friendly!"

- When kids are upset, let them know you're there to help:  
"Ari, you seem angry. Is there a problem you'd like some help with?"
- Allow for a cooling off period and get help from a staff member.
- Encourage kids to use their own creativity. Give physical and technical help if needed, but let them take the lead. If they're frustrated, ask them if they can think of another way to try. Never forget that great things come from our mistakes and failures. Support children's resilience in rebounding after disappointment.
- Avoid comparing students' work or singling out a student's work for praise. Instead, you can notice and comment on a detail of their work:  
"You sure used a lot of white paint on that!"  
"It looks like you used more than one spelling word in that sentence."
- Speak kindly but firmly if behavior is a problem. When necessary, repeat directions or guidelines calmly. **Absolutely NO cussing, put-downs, or threats of punishment. Physical restraint must only be used to prevent serious injury.**
- If you have any problem with a student's behavior, find a staff member right away. If there are issues, please talk to a teacher, not the parents. **The teachers will deal with disciplinary issues and communicate with parents.**
- For liability reasons, we ask that volunteers always work with children within visibility of another adult.
- Please be aware of and try to limit physical contact. Do not pick up children. Also, while hugs are nice, not all parents are comfortable with such contact, nor are all children prepared to speak up when they are uncomfortable.

## OUTSIDE THE CLASSROOM

- Our phone line needs to be free for school business. Keep personal calls short!
- Conversations in the building affects focused classroom activity (rug time, quiet reading, etc.). Kids are easily distracted by extra sounds, so please converse outside. NEVER talk about adult subject matter, use cuss words, or gossip when kids are around. Keep your classroom speech positive and kid-friendly.

If you have any questions about these guidelines, please don't hesitate to ask.

**THANK YOU FOR YOUR TIME AND ENERGY!**

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**Parent Name (printed)**

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**Signature**

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**Date**