

Volunteering at Green Woods Charter School

General Information about Volunteering

Parent/Guardian volunteers are welcomed to assist our staff in providing support for in-school activities and field study experiences. Only GWCS staff may approve volunteer activities and volunteers to fulfill those responsibilities. Volunteers for PTA activities that take place during the school day (ex: book fair) must also be approved by GWCS staff.

All volunteering opportunities must be pre-arranged with individual teachers or staff members with whom volunteers will be working directly. Adults will not have access to the building or field study experiences without prior approval from GWCS staff.

Teachers or staff members enlisting support of volunteers will reach out to the community, directly.

Opportunities for volunteering will be organized by individual staff members that identify a need for volunteer support.

Child Abuse, State Police, and FBI clearances must be up to date and on file with our office for any adult to volunteer.

Important Reminders to Volunteers

Volunteers may not volunteer at school or on field studies without an invitation and approval by GWCS staff to volunteer.

Always refer disciplinary issues to the staff member in charge.

Student confidentiality is a legal mandate and must be guarded as such by all volunteers.

For the safety and security of our students, volunteers must support and respect the authority of teachers, staff, and administrators under whose authority they are volunteering.

Cell phones/Smart phones should not be accessed during your volunteer time. Calls/E-Mails should be made or taken only in emergency situations. If you must make a call, please do so outside of the building and/or away from the proximity of students and staff members.

Volunteers should always strive to be positive role models. Children model their behavior based on

experiences with their own parents and other adults. Volunteers need to be physically and mentally present. The health and well being of the students, especially the younger ones, depends on this consistent vigilance.

Children may never be left unsupervised. Adults should situate themselves to maximize the safety and care of the children. While we can appreciate that there are times when volunteering might seem uneventful, we ask that all volunteers refrain from socializing with other volunteers so that your full attention is devoted to the children.

Please dress appropriately and modestly for the activity for which you are volunteering.

Inappropriate language, or any form of demoralizing language to students or staff, is never permitted by any member of our community.

Arrive on time and stay for the agreed-upon time. If a volunteer is going to be absent or late for their assigned position, please notify your supervising teacher or staff member directly.

Field Studies Volunteers

The same reminders apply for volunteers on field studies that apply when volunteering in the school building. In addition, when chaperoning a field study program you may be given the responsibility of escorting other children in your child's class.

Unless otherwise assigned by the staff member in charge, chaperones must remain with their group for the duration of the event. Please do not volunteer if you are unable to volunteer for the entire event.

Chaperones are responsible for periodic head counts making sure all students in their group are in the appropriate places at designated times.

Under no circumstances is a volunteer to smoke, use drugs and/or consume alcoholic beverages during a field study.

Should Green Woods determine that a volunteer has not fulfilled his/her responsibilities to our children and staff, Green Woods reserves the right to exclude volunteers from future opportunities.

Questions: Contact Kim Birkmire at (215) 482-6337 or by e-mail at: kbirkmire@greenwoodscharter.org.