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## Confidentiality

From District Policy 5630 and The Family Educational Rights and Privacy Act, 34 CFR Part 99.

Volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teacher, school counselor or principal. Confidentiality pertains to both written records and verbal statements.

Privacy includes behavior and academic performance.

Never discuss within earshot of another parent or student.

Teachers may need to share information with you, but that information may not leave the classroom.

## Commitments

Many academic programs are built around the strength of our volunteers—students and teachers count on volunteers for their success.

Please be consistent and on time.

If you are unable to be there, notify the teacher as far in advance as you can.

When possible, please find a replacement.



**Our Volunteers are  
our Superheroes!**

## Creekside Volunteer Agreement

As a Creekside Volunteer, I agree to:

1. Sign in and out and wear my name tag at all times.
2. Leave my parent hat at home. I am here to help the teacher and all students, not just my own.
3. Remember and honor that teachers have different teaching styles.
4. Listen to and follow all instructions, helping the students to do so as well.
5. Assist students by giving them help that allows them to come to the right answers themselves.
6. Ask students for specific behaviors when necessary (i.e., remember to raise your hands) and remind students of the rules and consequences.
7. Model good classroom etiquette.
8. Respect each student's ability, learning style, and right to privacy.
9. Notify the teacher, office, or school nurse in case of student injury.
10. When on field trips, focus attention on the students in my charge.
11. Ask for an appointment if I need one-on-one time with my student's teacher.
12. Follow through with commitments: be on time and consistent.

**Creekside Elementary School**  
20777 SE 16th Street  
Sammamish, WA 98075  
Phone: 425-837-5200



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Volunteers are a valued asset that enable us to better meet the needs of our students and achieve our mission.

## Volunteer Information

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**Our Mission:** The Creekside Elementary School community will work collaboratively to provide a safe, engaging, supportive, and challenging environment, ensuring that all students reach their highest potential in academics and citizenship while honoring their personal strengths.

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**Doing as we Otter!**

<http://www.creekside.issaquah.wednet.edu>

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## Parent or Volunteer?

Many students face the challenge of accepting a parent as an impartial volunteer who is there to help all students. Try to leave your parenting hat behind and discuss this need with your child beforehand.

## Volunteer “Etiquette”

To best know how to interact with and support students, watch the teacher and model his/her strategies.

“Model” behavior for the students to follow:

Please do not chat with adult friends during class time as it is distracting to the students and teacher.

Remember that the halls are an extension of the classroom.

Do not talk or text on your phone while in the building; they must be silenced or off.

Every moment of the classroom day is precious. If you need focused time, please ask for an appointment and do not use your volunteer time as a time to conference with the teacher. Please be particularly respectful of lunch times, recess breaks, and specialist times (when students are at Music, PE, and Library).

Please respect the confidentiality of the staff room and Administration Center by using the staff workroom on the first floor for projects and copying.

Please remember that siblings may not accompany you when you are volunteering at Creekside.

## Interacting with students

Speak softly, move without haste.

Be positive and encouraging.

Reinforce positive behavior with methods that match the teacher’s.

Respect each student’s strengths, challenges, and differences.

Don’t compare work.

Encourage thinking and effort.

## Behavior Management

Each teacher has their own methods.

Let teachers handle major discipline problems.

Positively reinforce students who are on task.

Standing near or monitoring by walking around often brings a student back to the task.

Get down to students’ eye level

Humor can work; be careful to avoid sarcasm.

Asking a question can often redirect the child to work.

Never get into a power struggle; ask the teacher or another staff member for help.



“It’s so wonderful how you always try your best!”

## Safety

Complete a Volunteer Background Check.

Sign in, sign in, sign in and don’t forget to sign out when (not before) you leave!

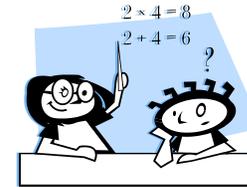
Wear your nametag at all times.

If you see someone in the building without a nametag, please show them to the office so they may sign in and get one, too.

If a student is injured or missing, immediately notify the teacher and office.

Direct minor “ouches” to the teacher.

Follow all evacuation protocols during drills or real emergencies.



“I can’t wait for Mr. Johnson to get here so he can help me!”

## Field Trips

Please understand that only a limited number of chaperones may attend field trips—do not “show up” if you are not an official chaperone.

Your primary task is to monitor children and keep them with you at all times.

You are responsible for the behavior of the students assigned to you—we are guests and build Creekside’s reputation through our actions and demeanor.

We need to ensure we act as role models and don’t bother others.

Do not provide snacks or gifts for your group.

For safety reasons, siblings may not attend field trips.