

# Welcome to

The Visitor and Volunteer  
Informational Meeting







# Getting Started

1. All volunteers have certain requirements based on how many days a week you will be on campus. (see checklist).
2. All visitors and volunteers must log onto the computer in the school office. (Background check done thru this)
3. After logging on, a badge will be printed out that must be always worn while on campus. This badge is how you will be identified for safety purposes.
4. A signed Volunteer Contract kept in office that is up to date and current.





# ZAP!

## Super Hero Reminders...



1. Once on campus please silence your cell phones when entering the school office, classrooms, or anywhere on campus to volunteer.
2. If an emergency arises and you need to make or answer a call, please do so outside of the classroom or office.
3. Please do not peek in windows, as this disrupts classrooms during teacher instructional time.
4. Younger siblings are not allowed to come to school with classroom volunteers, please make arrangements as needed.







# What to do in an emergency



1. In the event of an evacuation drill or a real evacuation, please proceed to the blacktop area (playground).
2. In the event of an evacuation off the campus we will exit the front of the school and proceed to Eastlake High School.
3. There are red backpacks located in every classroom that will be taken out during these drills.
4. In the event of a lockdown, earthquake, or disaster drill please listen to and follow instructions and/or announcements made.







# What will I do...

Upon entering the classroom, the teacher will let you know what you will be doing...

1. Making copies
2. Laminating posters and signs.
3. Cutting and gluing items.
4. Checking off papers, homework, going through HW folders.
5. Meeting with children to listen to them read or to practice activities.
6. Prepping activities for classroom.





# What not to do...



Upon entering the classroom here are a few reminders of what not to do...

1. Please do not sit next to your child and visit or interrupt their learning.
2. Please do not 'report' to other parents about how their children are behaving in class.
3. Please do not interrupt class learning time by asking to 'meet' with the teacher about concerns.
4. Please do not take pictures of the classroom or students while volunteering.





# Making copies..

1. Let staff have priority. (Mondays are the busiest.)
2. Please observe the copy room hours posted in the window outside of the copy room door.
3. Please notify the school office if a copier or other equipment breaks or jams or needs paper.
4. If you have a question when making copies, try the rule of '3 Before Me...' ask another volunteer, a teacher, or school staff member. If they are unable to answer your question... If all else fails...Go back and check with the classroom teacher.





# Super Hero Expectations

While volunteering remember...

1. Super Heroes always dress appropriately... Please adhere to our campus dress code.
2. Please refrain from using bad language (No Cursing or Swearing).
3. Do not give students any candy or food for any reason.
4. No gum chewing is allowed on campus.
5. No smoking is allowed on campus.
6. Selling things and passing out flyers of any kind must be approved by district/school.
7. If you would like to observe in a classroom, please prearrange with the teacher.

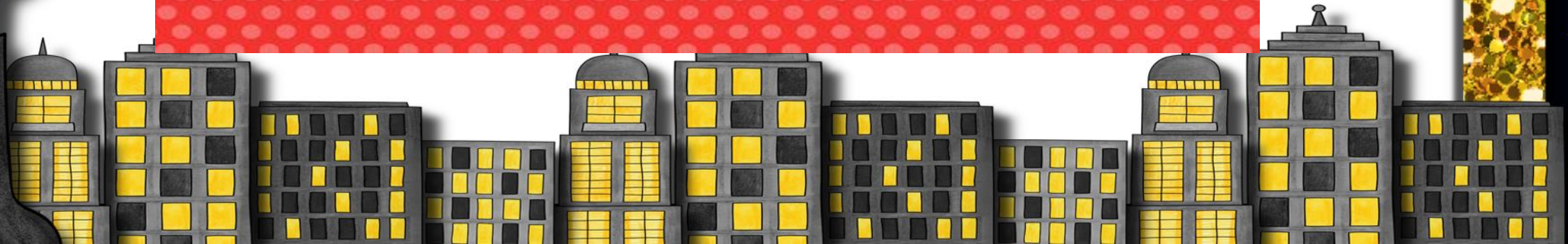




We need you...



**CALLING ALL  
SUPERHEROES!**





## **Social Media**

**Blog: [www.olympicvieweagles.org](http://www.olympicvieweagles.org)**

**Twitter: @cvesd\_Olympic**

**Instagram: ov\_goldeneagles**

**Facebook: Olympic View Golden Eagles**