

PACE at Lockwood Volunteer Commitment Form

I recognize that the PACE at Lockwood students, teachers and families are a diverse set of individuals. I will show respect for all individuals.

I understand that the privilege of volunteering in our student's school is contingent upon following the rules described below. I will remember PACE at Lockwood's mission- to teach through modeling the core values of **respect, compassion, responsibility, and resourcefulness**.

Lockwood Policies

1. I understand that it is mandatory to sign in on the Visitor Roster at the Lockwood main office each visit before entering the classroom or chaperoning a field trip.
2. I understand that it is mandatory to sign out on the Visitor Roster at the Lockwood main office at the conclusion of each visit or chaperone event.
3. I agree to wear a visitor sticker or authorized name tag at all times I am on school grounds.
4. I am committed to keep all observations or discussions with students and teachers confidential. I will respect the privacy of students, families and teachers. I will communicate only with the classroom teacher regarding any observations I may have.
5. Volunteers will encourage and model the Lockwood Code-of-Conduct (P.A.W.S.). As a volunteer, I will be respectful, polite and calm.
6. When on field trips I will adhere to the rules of NSD, transportation and all locations we visit.

Maximize Usefulness

7. I will be friendly, helpful, and kind; an aid to the teacher and to the students.
8. The teacher will direct my time in the classroom.
9. At the direction of the teacher, I will look for students who need additional help and guide them as I am able.

Minimize Distraction

10. I agree to arrive in the classroom just prior to my assigned volunteer time. Individual teachers may have specific arrival procedures such as where to find instructions or when they are available for volunteer direction. I will be respectful of the teacher's main focus to the students.
11. I agree to exit the classroom promptly when my scheduled time is complete, to avoid the possibility of ongoing distraction or delayed classroom transition.
12. I will minimize distraction during volunteering. I understand I am not in the classroom to socialize with the students, other adults, or the teacher—which can be disruptive for all involved.
13. As volunteers, we work closely with teachers and foster open communication. I will be aware of teachers' time. I will approach a teacher when they are not busy with students. Different teachers

have different preferences. Some teachers prefer setting up a chat before or after school, or during a teacher's prep time.

14. I understand my volunteer time is NOT an opportunity to conference with a teacher. If needed, I will schedule an appointment separately.
15. I agree to silence, and put out of sight, any cell phone or electronic communication devices unless being used exclusively to photograph, support, or document classroom activity as directed by the teacher. I need to be present and actively engaged with the students without personal or work-related distractions.
16. I will arrange for separate childcare for my students' siblings while I am volunteering. I will seek approval for any exception to this policy from the teacher.
17. I agree to minimize parent to parent side conversations in or around classrooms to avoid the possibility of disrupting or distracting student attention. I will keep any parent to parent conversations to a minimum during field trips.
18. I agree to pre-plan any visit/conferences with the teachers. I also agree to not just "drop by" the classroom. I must respect the time of the teacher to prepare for instruction.
19. I understand being a PACE member is not a means for extra help from the teacher outside of school hours, unless offered by the teacher.
20. I understand that I am not in the class to micromanage curriculum or to monitor the students/teacher.
21. If there is an event happening at the school or classroom and I am not on the volunteer list or invited by the school or teacher, I must notify and get approval from the teacher or school to attend that event.

Commitment to Responsibility

22. If I am unable to fill my scheduled volunteer time for any reason, I am solely responsible to find and confirm a substitute to fill in. I understand that telling the teacher, class coordinator, or field trip rep, and leaving it to them to find my substitute does not satisfy my obligation. I will follow up as necessary to ensure that my teacher has the help required to properly run the scheduled program. I will notify the teacher of any changes to volunteers as soon as possible.
23. I understand that I am subject to a volunteer probation/resolution for my behavior during volunteering in the classroom or field trip. The steps of probation/resolution are outlined in the Parent Participation Agreement. Consistent with that policy, if I am requested to no longer volunteer in classroom or chaperone events, I acknowledge I will meet my required 80 annual volunteer hours through other means as approved by the PACE Board.
24. I agree that each PACE member is entitled to participate in PACE without the fear of harassment or intimidation and with the knowledge that their opinion and views will be treated with respect. Behavior which is disrespectful or harassing to other members, teachers, or Lockwood staff, will not be tolerated. Severe violation of this code or the school code of conduct may result in the individual and family being asked to leave the PACE program.

Date

Signature of Parent or Guardian

Print Name of Parent or Guardian

Student First and Last Name(s)