

Volunteering at Farney

We are so thankful for your assistance. The guidelines below will ensure we are adhering to confidentiality policies, and being a support to staff and students while we are volunteering.

*Please be respectful of school rules -

- *Check in at the front desk with your driver's license, and wear name tag at all times. This is for our children's safety.
- *If you change your location that is printed on your name tag, please come back to the front to have a new one printed.
- *Due to student confidentiality, please do not cut through the administrative office areas to get to the workroom. Walk around through the doors down the hallway off the main hall to get to the workroom.
- *Take lengthy conversations out of the front office. Voices can carry in the front office making it difficult to hear.
- *If you are unsure, ask permission, don't just assume.
- *If your child will be leaving with you at the end of the day, you must make the transportation change by 3:15, otherwise they will go home by their regular mode of transportation.
- *Due to confidentiality, only authorized volunteers or staff will be allowed to put items in the teacher's mail boxes. If you don't know if you can, then please give the fliers/completed class materials/etc. to Ms. Sally or leave in the workroom for a Farney staff member to distribute.
- *Please wear "school appropriate" attire.
- *Please put your cell phones on vibrate as not to disturb instruction.
- *We are excited about our Future Farney Falcons, but unfortunately they cannot be with you at school if you are volunteering.