



M-DCPS PRIMARY LEARNING CENTER  
2012-2013  
PARENT VOLUNTEER INFORMATION

**Parent Involvement Guidelines**

1. Ten (10) hours are required per family regardless of number of children in the household.
2. The student's parents and grandparents or guardians should complete hours. Extended family is approved on a case-by-case basis, beginning with immediate caregivers. The easiest way to provide this list is to include those family members on your student's dismissal form. The minimum age of the person completing these involvement hours is 21.
3. A minimum of half the required hours (for each school) should be completed during the second semester of school.
4. All hours must be completed AND recorded by 4 p.m. on May 31st.
5. All hours served must be recorded on a "Record of Volunteer Hours" form and signed by a school staff member.

**What qualifies for Parent Involvement Time?**

Time that assists the school, teachers, and classes qualifies to earn parent involvement hours. These items include:

- Completing tasks in a teacher/parent workroom
- Completing assigned tasks at home with specific instructions, depending on availability
- Assisting a teacher in the classroom
- Acting as a monitor in hallways, cafeteria, car line, etc.
- Chaperoning field trips
- Attending parent classes
- Serving on the PTA board
- Working on PTA events
- Saturday/Sunday workdays
- Organizing special events (performances, auctions, candy sales, etc.)
- Working to improve school building and grounds
- Bringing food or drink for events



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**What does not qualify as involvement time?**

Time that is spent with only your child, at school or away from school, is *good parenting time* and not considered involvement time for the school. These items will not satisfy the parent involvement commitment:

- reading with your child
- helping your child with homework
- visiting your child for lunch
- watching your child in a performance
- volunteering with groups like Girl Scouts
- attending parent/teacher conferences
- visiting your child's classroom

**\*Under NO CIRCUMSTANCES can Parent Involvement hours be bought. Money is not a substitute for time.\***

**VOLUNTEERS SHOULD:**

**Sign in and out in the office**

**Wear your name tag while volunteering**

**Be reliable, dependable, and positive**

**Have a cooperative attitude**

**Show respect to all children**

**Keep student information strictly confidential**

**Have fun and enjoy giving of yourself to others**

**VOLUNTEERS SHOULD NOT:**

**Forget to sign in and out every time you're volunteering**

**Intervene or contradict a teacher in front of students**

**Do a student's work for them**

**Threaten or punish students**

**Bring other siblings to school while volunteering**

**Smoke on school grounds**



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Student's Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Homeroom Teacher's Name: \_\_\_\_\_

DATE	DESCRIPTION OF VOLUNTEERING OPPORTUNITY	PARENT/GUARDIAN/FAMILY MEMBER NAME	SIGNATURE	TEACHER INITIALS



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