



Abraham Lincoln School

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Principal
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Guidelines for Lincoln School Parent Volunteers

Dear Lincoln School Volunteers,

We greatly appreciate your willingness to volunteer your time to help support our school community! Parent volunteers play a vital role in enhancing the educational experience for our students. To ensure a positive and productive volunteering experience, please review the following guidelines for Lincoln School parent volunteers:

1. Professional Conduct:

- Maintain a professional and respectful attitude at all times when interacting with students, staff, and other parents.
- Inform PTO chairperson/volunteer coordinator in advance if you cannot fulfill your volunteer commitment on a specific day.
- Maintain appropriate boundaries with students, refraining from physical contact beyond a simple handshake, fist bump, etc. Please do not sit with students while volunteering for lunch distribution.
- Please limit phone usage while volunteering, except for urgent needs.

2. Respect Confidentiality:

- Respect the privacy and confidentiality of students, staff, and other volunteers. Do not discuss or share personal information about any student or staff member, including student needs or supports provided. Please see a staff member or reach out to Mr. Lee with any questions or concerns.
- No photographs or videos of students at school without school permission.

3. Visitor Requirements:

- Please follow visitor requirements, including checking in at the main office when volunteering, and wearing a visitor badge.
- Please do not bring younger siblings or additional family members unless cleared in advance.

4. Tasks and Responsibilities:

- Follow the instructions provided by PTO/school coordinator or teachers regarding your specific volunteer tasks.
- Be prepared and willing to adapt to the needs of the students and the school.
- If volunteering on field trips, please adhere to the itinerary and refrain from purchasing items for students.

We truly value your contributions, and many of our programs would not be possible without your support. Thank you in advance for volunteering at Lincoln School. We appreciate your time and energy, and we thank you for being a valuable part of our team!

Sincerely,



Patrick Lee
Principal



Erin Rand
PTO President