

Parent Volunteer “How To’s”

The following provides some helpful hints when volunteering your valuable time at Naper School: ·

District Sign-in Policy: Please take a moment to check-in at the front desk whenever you come to school during school hours. You will need to show your driver’s license or state ID card the first time you visit Naper in order to be entered into the school system. You will need to wear a visitor tag during your visit. Even though you may be well-known in our building, it is important to follow this procedure. This procedure helps our students and staff feel secure knowing who is in the school at all times. Thank you!

Staff and Home & School Mail: To distribute information to Naper staff and/or Home & School board members, please use the staff and Home & School mail boxes across from the school office (behind the wooden doors on both sides of the display case) and the office mailboxes. Mrs. Rodriguez, Mrs. Smith, Mrs. Falk and Mrs. Cabrera (“the office”) need copies of all communications.

School-wide Flyers: All electronic school-wide communications require approval from Mrs. Rodriguez and will be distributed through our Week At A Glance (WAG). Please submit a “draft” of your flyer to the communications chair by Wednesday of the week in which you would like it included in the WAG. If you need to distribute hard copies of your flyer you may come to school to make copies. All flyers must be copied by the end of school day on Thursday and placed in the classroom teacher’s mailboxes with a note indicating they are to be sent home that Friday. Note: You must enter a code to use the copier, please ask one of the office staff for the code.

Appointment with the Principal: If you need to schedule an appointment with our principal, Mrs. Rodriguez, please contact the office. Let Mrs. Smith or Mrs. Falk know the purpose of the meeting, available days and the approximate amount of time you require.

Copy Machine Use: Please remember that student instruction is our first priority in using the copy machine. If a teacher needs the machine while you are using it, please stop your project as quickly as possible and let the teacher complete their copying. FYI, if you have a really big project that needs copying (i.e., anything more than 50 copies), please schedule it with the District Print Shop. All print shop jobs must be charged to a District account number. You can obtain this from Mrs. Smith. Your committee will be charged back.

Supply and Event Expenses: Office supplies and items needed for Home & School events should be provided through Home & School. Please file requests (available in the folder in the treasurer’s mail box) for expenditures with the Home & School Treasurer. Checks will be sent home via your child’s back pack. Please remember that Home & School cannot reimburse for taxes. When purchasing items for Naper you must present the tax exempt letter for Naper (these are updated yearly and can be obtained from the treasurer).

Avoid Busy Times in the Office: Our office staff will appreciate your patience by avoiding requests during busy times before and after school when students and staff may require their attention. The staff will be happy to assist you after 8:30 a.m. and 2:50 p.m.

Facilities Use: All booking of Naper facilities for events need to be done through the office. Please check with the office to see if your requested day/time is available. They can reserve the space for you and provide you with the necessary forms.

Gym Use Form – If your event will be held on school property, a Gym Use form will also need to be filled out and turned in at the school office one week prior to your event. Please indicate all equipment needs on the form. Our custodians will be happy to assist you with setups, if they are given advance notice