

LOYOLA ACADEMY

Parent For Others Program Frequently Asked Questions

“What are my responsibilities in the classroom?”

As a parent volunteer your responsibilities are to maintain order in the classroom, to record all absences and tardies on the *Teacher Substitution Form*, and to make sure that the students “stay on task” by doing the assignment they have been given by the teacher.

“What if a student asks to use the bathroom?”

Generally, the answer is “No.” However, use your best judgment. Ask the student for their ID Card. **No ID Card = No bathroom privilege.** Hold onto the ID Card until the student returns. Only one student at a time may use the bathroom. If a student fails to return, turn the ID Card into the Principal’s Office to my attention along with a short note of explanation.

“What if a student becomes ill in the classroom?”

Ask for the Student’s ID Card and send the student to the nurse. If the student returns to the classroom, return the ID Card to the student. If the student does not return, turn the ID Card into the Principal’s Office to my attention. If the student becomes seriously ill (an emergency situation) send another student to the nurse, stressing the fact that this is an emergency. Also have another student go across the hall to retrieve a teacher. **Under no circumstances do you leave the classroom.**

“What if a student indicates to me that he/she has permission to leave the classroom?”

Any student who has a legitimate reason to leave the classroom will have a permission slip. Take the slip from the student and let him/her leave. Return the permission slip to me in the Principal’s Office to my attention.

“What if a discipline problem occurs in the classroom?”

First, try to intercede, then ask another student to go across the hall or to the nearest classroom and get a teacher. That teacher will help you out. **Under no circumstances do you leave the classroom.**

“What if a student indicates to me that he/she needs to see a counselor?” The answer is “No,” unless the student has a permission slip in hand to see the counselor. Take the permission slip from the student and return it to the Principal’s Office to my attention.

“What if a student asks for permission to see the nurse?” Ask for their ID Card. When the student returns, give the ID Card to the student. If this is a legitimate visit to the nurse’s office, the student will give you a **signed and time-stamped slip from the nurse**. If the student returns without a slip from the nurse, do not return the ID Card. Return the ID Card to the Principal’s Office to my attention, along with a short note of explanation.

“What should I do if the class indicates to me that their teacher lets the entire class leave before the bell rings once all the students have completed the assignments?” Tell them **“NO.”** The entire class leaves the classroom before the regular bell **only** when there is a fire drill, tornado drill, or the “real thing.” In this case the bell will sound differently (a long muted sound that does not stop). In this case tell the students the importance to be cooperative and quiet, take the attendance roster with you, and follow the directions of other teachers. **Also, note the emergency instructions located near the exit of each classroom.** Additional instructions will be given when this occurs.

If you have any additional questions, please contact:

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