

Willett Elementary School

Volunteer Expectations

Thank you for deciding to join Willett Elementary School's volunteer team as we continue on our "Journey Toward Excellence" for all students in grades K-4. Your assistance through volunteering is greatly appreciated. The time, expertise, and effort you put forth helps the staff provide a high quality education while also demonstrating to your child the value you place on his/her success in school.

We want our school to be a welcoming environment to those who visit or volunteer at Willett School. However, we must be mindful of the safety of our students, faculty, and visitors. This volunteer training session is designed to be a guide as you become an active member of the instructional team. We know time is a valuable commodity and want to make the most of the time you give when you volunteer. We are also in the business of providing our students an education that implements the Massachusetts Curriculum Frameworks, follows the Department of Elementary and Secondary Education regulations, and adheres to the policies set forth by the Attleboro School Committee. Let us now start down the volunteer path.

Sincerely,

Jeffrey Cateon
Principal

Building Guidelines and Basic Expectations

I. Prior to Volunteering

- All volunteers must have a completed Massachusetts state CORI (criminal history investigation) on file
- All volunteers must have attended a Volunteer Expectations training session and signed the agreement
- All volunteers who work in classrooms must schedule their visits ahead of time with staff
- All volunteers must not smoke or use any tobacco or alcohol products on school grounds or vehicles

II. During Volunteer Activities

- All volunteers must sign in and out of the volunteer/visitor binder located in the office as you enter
- All volunteers must wear a name badge while volunteering at Willett School
- All volunteers must have a scheduled time and date(s) to volunteer in classroom activities
- All volunteers must refrain from bringing their non-Willett children to the classroom
- All volunteers must dress and speak in a manner that is not distracting and is appropriate for students
- All volunteers must use the clearly marked, adult bathrooms when needed
- All volunteers should keep cell phones on vibrate/off when volunteering; personal calls are discouraged
- All volunteers must report any injuries they sustain to the administrator and school nurse immediately
- All volunteers must report directly to their designated location after signing in at the office
- All volunteers must report directly back to the office to sign out upon completion of their volunteering
- All volunteers should inform the administrator (writing or meeting) of concerns they have as they arise
- All volunteers must follow emergency procedures and staff directives in the event of a crisis situation
- All volunteers must maintain confidentiality in regards to student records, medical needs, and other pertinent information

Volunteer Opportunities

I. In the Classroom Examples

- Following directions at a learning center with a small group of students
- Reading to students and listening to them read to you
- Practicing math facts or vocabulary words
- Assisting with word processing or following computer program directions
- Preparing learning centers, science experiments, art/music materials, or enrichment activities
- Monitoring game or other practice experiences in small student groups
- Assisting in the use of literacy tools such as thesaurus, dictionary, etc.
- Assisting with art or physical movement activities
- Typing student stories into the computer or reading into recording devices
- Working 1:1 to assist a student with make-up work or brief tutorial sessions
- Cleaning up after a messy experiment or lesson activity
- Assisting with directions and proper technique in gym class activities
- Arranging bulletin board displays
- Filing writing samples in portfolios
- Sharing a special talent relevant to the curriculum

II. In the Building or Field Trip Examples

- Being a host/hostess to special program visitors or performers
- Assisting counselors with behavior management program bulletin boards and award materials
- Arranging office or PTO bulletin board displays
- Collating, counting, and distributing notices to be sent to classrooms
- Shelving books in the library
- Chaperoning a field trip
- Escorting students to health screenings or kindergarten orientation screenings
- Preparing for field day or other large group special events
- Copying papers, sorting papers, or preparing papers for student use
- Playground and landscape clean up activities
- Assisting with the Reading Incentive monitoring activities

III. At Home Examples

*At home volunteering does not require a CORI check or an expectations training session

- Cutting out laminated materials
- If you have an electric pencil sharpener, sharpening large quantities of pencils
- Donating requested items for specific projects
- Connecting with your neighbors to arrange carpooling on bad weather days or early release days

Whether you are a classroom or a building-wide volunteer, please be courteous and remember to minimize distractions as you work in the school environment. Take the most direct route and refrain from visiting rooms that are not part of your responsibilities. Use a quiet voice in the hallway. Remember you will often not know all the details of specific situations or specialized programs as you travel through the school. If you observe a situation that seems unusual, please seek clarification from the office rather than speculate on what you may have seen or heard.

What to Expect

I. Staff Expectations of Volunteers

- You will participate in Volunteer Expectations Training prior to volunteering
- You will follow the guidelines outlined in this document
- You will be on time or call if unable to come at the scheduled time
- You will have a cooperative attitude when working within Willett School
- You will follow the directions, ask for clarification if needed, and complete the tasks
- You will be adaptable and flexible when working with children
- You will let the teacher be responsible for discipline or sorting out disputes
- You will be consistent, courteous, and dependable in your actions and words
- You will demonstrate patience and a positive approach for those who make errors
- You will maintain confidentiality when given personal information about students
- You will foster the climate of respect, acceptance of others, and the understanding that students learn at different rates with some needing more support than others along the academic, social, or behavioral pathways of learning

II. Volunteer Expectations of Staff

- We will train parents in the skills needed to fulfill the volunteer responsibilities
- We will explain tasks carefully and provide clarification when necessary
- We will treat you with respect and a cooperative attitude during your visit
- We will let you know in advance if plans change and you are not needed that day
- We will not expect you to be the disciplinarian or deal with challenging behaviors
- We will share relevant information about the students with you to help you gain an understanding about those you will work with
- We will give you assistance if a student is behaving in a difficult manner or you become uncertain about the tasks given to you during your volunteer time
- We will maintain confidentiality if you share personal information about yourself
- We will be prepared when you arrive at your designated time and location

III. Confidentiality within the Community

- It is very important that you keep information about the children you come in contact with confidential. Do not discuss children's progress or lack of progress from your volunteer experiences with people in the community-even their parents. If asked, remind them that it is up to the teacher to discuss student strengths or weaknesses with parents and they should contact the teacher directly.
- Do not make negative comments about a child's progress to other students.
- Remember the "ELEVATOR RULE"- Do not speak about others in public spaces such as hallways, lunchrooms, play yards, parking lots, or elevators.
- Remember how you speak and what you say affects students, staff, and the Willett community. If you have a concern, arrange to discuss it with the teacher or principal.

IV. The Willett Way

- All people in the building and on school grounds are expected to follow our beliefs about behavior and learning. We will be safe and secure, respectful and responsible, positive and productive, & kind and courteous so students can learn every day.

Do you have any questions or comments to add?

Contact Information for Volunteers

1. If you are unable to come for your designated time please call the office to leave a message. We voicemail so you can call in the evening or on weekends. The number is: **508 222 0286 or 508 222 0360.**
2. Principal: Mr. Jeffrey Cateon email address: jcateon@attleboroschools.com
3. Secretaries: Mrs. Linda Cerreto: from 8:00-3:25 daily
Mrs. Margaret Campion: from 8:15-11:30 daily
4. If you are volunteering in a classroom, ask the teacher which method of communication is preferred: note, phone call, or email. Staff email addresses are the first letter of the first name followed by the last name then @attleboroschools.com
5. School Nurse: Mrs. Virginia O'Malley, R.N.
6. School Custodian: Mr. Tony Sousa
7. Head Teacher: Mrs. Brenda Swintak, authority when principal is out of the building
8. PTO President: Mr. Tom Roche, mailbox located at front foyer entrance

Specific Locations

1. Grade K, Insights Inclusion, Grade 1 Room 101, grade 2, Grade 3, Title One, Library, Health Office, Copy Room, PTO mailbox, Curriculum Coaches, and Main Office are located on the main floor.
2. Grade 4, Team Chair, Speech, Counselors, Computer Lab, ELL teacher, Cafeteria, and Gym are on the lower level.
3. Grade 1, Farland Newcomers K, Art, Music, and Occupational and Physical Therapists are located on the upper level.
4. Adult bathrooms are located in the staff lunch lounge on the main floor across from the Copy Room.
5. You may hang your coat on the coat tree located in the Copy Room. If you bring a purse, please keep it closed and with you.

Safety Instructions

If you hear the fire alarm sound or see the fire alarm flashing lights, remain calm. Follow the teacher's directions. If you are not near a staff member, go out the nearest exit then walk to the closest staff member, identify yourself. Wait with that group.

**Volunteer Expectations Training
Signature Page
2014-2015**

Printed Name

Signature

date

The signature above indicates understanding and acceptance of the Volunteer Expectations as identified in the volunteer expectations training packet.