

WELLFLEET ELEMENTARY SCHOOL



HANDBOOK 2018-2019

Dear Volunteer,

Welcome to Wellfleet Elementary School! You are giving students the powerful message that people care about them and think their school is an important place to be.

Whether you are volunteering in the classroom, library, cafeteria, taking a project home, or joining in as a chaperone, you are a valuable member of our school community.

This handbook will help give you some important guidelines to follow and answer any questions you may have. For more information please call 508-349-3101, ext. 11.

Sincerely,
Mary Beth Rodman, Principal

YOUR RESPONSIBILITIES

A Volunteer or a Chaperone must be:

Confidential. Respect the importance of a person's right to privacy. Please use the utmost discretion concerning personal information about staff and students.

Adaptable. Be flexible enough to expect changing routines and possible interruptions.

Responsible. Be dependable and on time whether you are a volunteer or a chaperone!

Encouraging. Support students with your positive and sincere attitude. Give liberal amounts of praise!

A current CORI is required to be on file with the Nauset District for all volunteers/ chaperones. CORIs must be renewed every other year.

Upon arrival on your first day, your driver's license will be scanned through our Raptor Technologies system; another step to ensure school safety.

RELATIONSHIP

WITH STUDENTS

It takes time and patience to build a positive relationship.

- Learn students' names!
- Make every effort to respond to a child's natural need to move.
- Be patient and kind. Sometimes progress is slow.
- Treat students with respect and courtesy; expect the same in return.
- Model the behavior you expect.
- Enjoy children because they are different rather than tolerating differences.
- Your warmth and enthusiasm have a positive effect on children!

SCHOOL

PROCEDURES

A few things we ask you to give special attention to:

- Please sign in/out at the front office and wear a Visitor Sticker. (A license is required for 1st sign in.)
- Volunteers work in cooperation with an assigned teacher staff member.
- Do not visit with students outside your assigned area.
- Please direct questions, suggestions, or feedback to the teacher at an appropriate time.
- Please do not eat or drink in the classrooms or hallways.
- Call the office (508-349-3101, ext. 11) with as much advance notice if you must miss a day.
- Avoid bringing other children with you when volunteering or chaperoning.
- Please wear clothing appropriate for the task or activity and appropriate for an elementary school.
- Visit www.nausetschools.org for more tips.

WORKING WITH STAFF

Develop a comfortable working relationship with courtesy, respect, and appreciation.

- Be certain the teacher knows when you are coming in to help. It takes time to plan for volunteers or chaperones and to ensure that their time is not wasted.
- Call the office (508-349-3101, ext. 11) if you must miss a day.
- Save private conversations for a separate appointment with staff. Conferencing with your child's teacher is to be saved for a separate appointment.
- The staff is responsible for maintaining order. Discipline issues are to be brought to a professional staff member's attention.
- Volunteers are never responsible for the class alone.
- Respect the confidentiality of all information and activities related to school staff, students, and their families.
- Enjoy your time.

CONFIDENTIALITY

STATEMENT

As volunteers or as visitors in the Wellfleet Elementary School, a willingness, commitment, and responsibility to respect the confidentiality of all students, staff, and families must be maintained.

KEEP INFORMATION CONFIDENTIAL

While at WES a volunteer or visitor may see, hear, or come across information that is confidential. This includes but is not limited to incidents, conversations, actions, situations, encounters, or events that happen in the school day around and among volunteers and visitors.

As a volunteer or visitor in the Wellfleet Elementary School, the undersigned willingly agrees to keep confidential any and all information received, directly or indirectly, as a result of time spent in the Wellfleet Elementary School.

RESPECT TIME AND SPACES

Concurrent to confidentiality, respect for teaching and learning is paramount at WES. Volunteers are expected to focus on their established assignments. Time spent volunteering is not to be used as an opportunity to consult or otherwise confer with staff. Respect for staff, students, teaching spaces, and the daily schedule is required and necessary.

As a volunteer or visitor in the WES, the undersigned willingly agrees to respect and accept the limitation of access to staff, students, school spaces, and schedules while performing volunteer efforts at the Wellfleet Elementary School.

I understand that breaking my agreement may result in not participating as a volunteer or chaperone.

Volunteer Signature & printed name

Date

Principal Signature

Date

HANDBOOK

ACKNOWLEDGEMENT

I have received a copy of the Volunteer Handbook for Wellfleet Elementary School and have either read it or had it read to me carefully. I understand that the handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day volunteer activities, and that some of the information will change from time to time as procedures evolve. I understand that every effort will be made to help me be aware of these changes should they occur.

Volunteer Signature

Date

Principal Signature

Date

VOLUNTEER INFORMATION

NAME: _____

PHONE(S): _____

EMAIL: _____

___ I have a current CORI on file.

I am interested in volunteering in these areas:

- ___ My child's classroom celebration ___ Library
___ My child's classroom on field trips ___ Art
___ Other _____ ___ Computer Lab

These are the day(s)/time(s) I am available:

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
From:					
To:					

I understand that if I am needed, I will be called to volunteer.

Signature: _____

Please Print Name: _____