

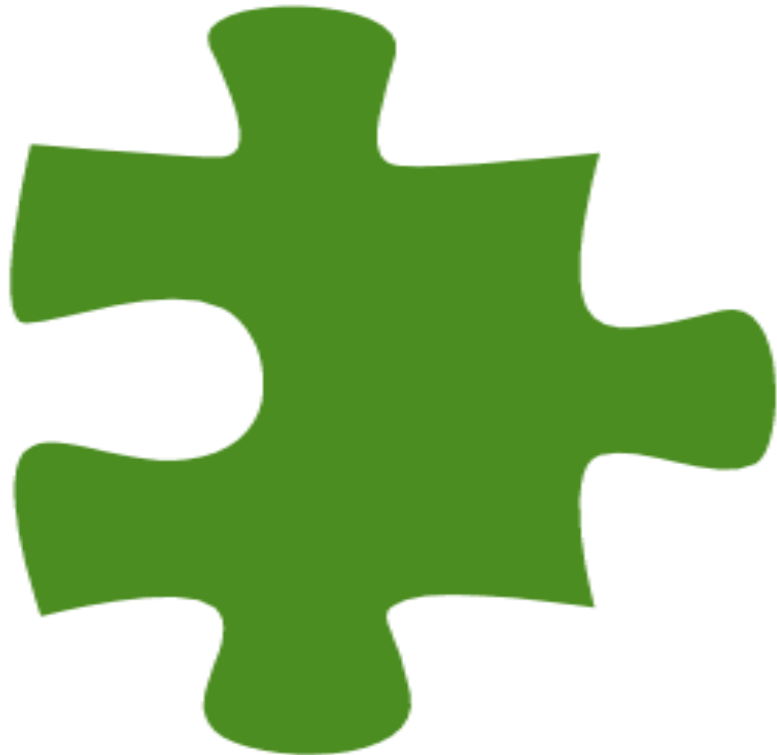


Welcome to Dudley Elementary School

Volunteer Training

YOU ARE AN ESSENTIAL PIECE

Volunteers are
appreciated!



Thank you
for
offering
your time
and talents
to help our
students
succeed.

Many ways to Volunteer at DES

- ▶ In the Classroom
- ▶ In the Library
 - ▶ (class time scheduled once a week, additional organization time requested)
- ▶ Copy Cats (copying for staff)
 - ▶ We ask that you try to come the same time each week
- ▶ Walking Club
 - ▶ (Tuesday and Friday)
- ▶ Cafeteria (once per month)

Ways to Volunteer at home

- ▶ Home Helpers (at Teacher's discretion)
 - ▶ (cutting, organizing, filing, etc.)
- ▶ PTO Events
 - ▶ Varies through the year
 - ▶ Contact Vicki Choinski
 - ▶ vchoinski.vc@gmail.com

Safety First

- ▶ Sign-in/Sign-out is a must. We need to account for every individual in our building at all times in case of an emergency.
- ▶ While in the building badges are to be worn at all times. The students need to know you are a volunteer.

(The exception is Walking Club, due to the fact that it is an outdoor activity. Check in at baseball field).

Safety Drills

- ▶ Due to the sensitive nature of security drills, all volunteers are asked to follow the staff member's directions.
 - ▶ Stay in Place, Lockdown, Fire
- ▶ Please do not take it upon yourself to change any procedures given to you by staff.
- ▶ Security is of the utmost importance at DES, thus all rooms are locked.

Code of Ethics for Volunteers:

Communication:

- ▶ When you have questions about the policies and procedures, please ask the appropriate person -
 - ▶ Volunteer Coordinator
 - ▶ Teacher/Staff Member
 - ▶ The Principal
 - ▶ We would love to hear any and all suggestions, as well!

Commitment #1:

- ▶ Your role is to support the teachers, students and principal in ensuring the success of the Volunteer Program.
- ▶ We understand that unexpected things happen....
 - ▶ Sick child/ren
 - ▶ Unexpected appointments
- ▶ If you are unable to attend on a specified day, please contact the teacher, or event coordinator.

Commitment #2:

- ▶ Your attendance is crucial.
- ▶ All Volunteer Programs will be successful with committed volunteers.
- ▶ Without your dedication and willingness to help, these programs would not be able to continue.
- ▶ Thank you for your ongoing commitment to Dudley Elementary School.

Confidentiality:

- ▶ Remember to respect our staff and students' right to confidentiality.
- ▶ Any information pertaining to students and staff must remain within the confines of our school.
- ▶ It is your responsibility, as part of an educational community, to keep what you see and hear confidential.
- ▶ Your commitment and support of our expectations is essential to the success of the Volunteer Program in our school.

Dress Code:

- ▶ Although we do not have a formal dress code, the expectation is that all adults in the building will dress appropriately and with some sense of decorum.
- ▶ Please dress comfortably and maintain a professional attitude.

School "Etiquette"

- ▶ Act as positive role models for students
- ▶ School Focus words
 - ▶ **Responsible, Respectful and Safe**

Please follow basic school rules:

- ▶ Cell phones off or on silent
- ▶ Chatting with other adults is distracting during class time
- ▶ Not a time to conference with the teacher
- ▶ Halls are an extension of the classroom, please stopping by classrooms unexpectedly (it is distracting to the class)
- ▶ Siblings/Young Children (at the discretion of the teacher/ coordinator)

Interacting with the students

- ▶ Respect each student
- ▶ Speak softly
- ▶ Be positive and encouraging
- ▶ Reinforce positive behavior with methods that match classroom expectations
- ▶ Honor students differing abilities, don't compare work
- ▶ Encourage thinking and independence

Reminders...

- ▶ Please let the staff member handle any discipline concerns
- ▶ Please schedule your time with the person you are helping prior to volunteering
- ▶ Volunteers should not be left alone with a class frequently
- ▶ Please use adult restrooms only

*Thank you for
making the
commitment to
work with the
students and staff!*

*You are an
essential piece
of our success*

*at
Dudley Elementary
School!*

