

Memorial Elementary School

Volunteer Handbook

2015-2016



Where we take pride in being spot on!

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EAST HAMPTON PUBLIC SCHOOLS

Vision

The East Hampton School District – preparing and inspiring our students to be innovative, responsible, contributing members of an ever-changing global society.

Mission

The mission of East Hampton Public Schools in partnership with our community is to develop knowledgeable, responsible, productive citizens who effectively demonstrate problem-solving and communication skills, make informed decisions and respond appropriately and confidently to life's challenges.

Memorial Elementary School

Office Hours: 8:00 a.m. to 4:00 p.m.

K-3 Student Hours: 8:40 a.m. to 3:10 p.m.

AM Pre-K: 8:40 a.m. to 11:12 a.m.

PM Pre-K: 12:38 p.m. to 3:10 p.m.

Principal: Mindy Wilkie

Assistant Principal: Brandy Gadoury

Office VIPs: Carly Keith
Kelly Caruso
Nancy Flannery

Nurse: Holly Grant

The East Hampton Board of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability), genetic information, or any other basis prohibited by Connecticut state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

PRIDE - Goals for a Memorial Volunteer



Provide assistance and support to students and staff.



Receive satisfaction, smiles, and a warm welcome.



Inspire collaboration and service to our school and community.



Demonstrate safety, respect, and responsibility as positive role models.















Enhance the educational process.

Thank you for providing your precious time, individual talents, and expertise as a Memorial Volunteer. We are grateful for the opportunity to partner with you while inspiring every student to proudly take care of selves, others, and things!





Volunteering

We welcome the participation of the community in enriching our students' school experiences. As a volunteer, you are a valued member of Memorial Elementary School.

There are several ways to become involved as a volunteer including:

-  Hanging/displaying student work
-  Reading with or to students
-  Playing educational games
-  Practicing skills taught by a teacher
-  Chaperoning field study trips
-  Making instructional games, learning centers
-  Shelving library books
-  Assisting in computer lab
-  Preparing/copying/typing materials at home or school
-  Playing with students at recess
-  Assisting students at lunchtime
-  Assisting with school-sponsored activities like "Fun Day"

In support of our volunteers, we promise to:

-  Treat our volunteers with care and respect.
-  Provide volunteers with the information they need about our schools, policies, people and programs.
-  Make sure volunteers understand how and to whom to talk about any concerns.
-  Celebrate the contributions our volunteers make with recognition and frequent thanks!

Please feel free to contact school administrators, Mindy Wilkie or Brandy Gadoury at 860-365-4020 with any questions, concerns or suggestions.

At Memorial School, we strive to be safe, respectful, and responsible problem solvers.

Sign In / Out Procedures:

Safeguarding our students and maintaining school security is of the utmost importance.

All volunteers are required to report to the office before going to their destinations. A sign-in log and a basket of visitors' badges are located at the front desk in the office. Please write down the date, time of arrival, your name, and your destination in the log and take a badge. Badges should be attached to your clothing so that they are plainly visible before heading to classrooms. When leaving the building, please return to the office and sign out at the desk by placing the time of departure in the appropriate spot in the log-in book and return your visitor's badge to the basket.

Please respect teaching and learning routines, instructional time and other volunteer's involvement by arriving and leaving within your scheduled time.

Confidentiality:

Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. Keep information about students between yourself and the teacher. A misplaced comment can be devastating to a student, the family, and the volunteer program. Additionally, volunteers may not take photographs of students, unless permitted by a school administrator for a school project. Volunteers should never post any student photographs or student information on social networks. If you have questions or concerns, talk with the teacher or a principal.

Work Rooms:

Work rooms contain large and/or dangerous equipment (i.e. copiers, paper cutters, stenciling cutters). Sometimes the teachers will ask volunteers to help them with preparation work that requires the volunteer to utilize these rooms. For safety reasons, there are some rules that anyone using the rooms must follow. There are **NO** children allowed within these rooms. This applies to any work being done either during school hours or after school hours. The equipment should be handled with care. Any problems with the equipment should be reported to the office staff. Please keep the work areas clean by recycling paper scraps, discarding trash, and tidying up after using tools and supplies.

Restrooms:

Please use restrooms designated for "adults only".

Behavior Management and Discipline:

At Memorial School we are actively working to support students in developing 6 essential life skills—attachment, contribution, collaboration, belonging, self-regulation, adaptability. Young children are learning how to use words to solve problems and often do not keep their hands and feet to selves during play. Mean-spirited physical aggression and other unsafe behavior should be addressed by teachers and school staff. Please immediately notify a teacher about unsafe behavior.

Showing and Sharing our Cheetah Pride

- We aim to:
- Establish a calm, orderly, and safe environment for learning.
 - Foster an appreciation for the role of rules in school.
 - Help children develop self-control and self-discipline.
 - Teach children to be responsible, contributing members of our community.
 - Promote respectful, kind, and healthy adult-student and student-student interactions.

Memorial Elementary School Cheetahs are *Spot On!*

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Cheetahs are *Spot On!*



Student _____

Teacher _____

Grade _____

_____ was *spotted* showing Cheetah Pride
at Memorial Elementary School where we...



*take care of ourselves,
take care of others,
take care of things.*

Safety Guidelines:

Know and follow all of Memorial's safety rules.

If an accident occurs, immediately notify a staff member.

If you are hurt or involved in an accident while serving in your volunteer capacity, you should immediately report the incident to the school office and complete an accident report.

Fire Drill Instructions:

Volunteers are asked to follow the school evacuation procedures during fire drills. Do not use any of the doors leading into the inner courtyard. If you are in the halls alone, please leave the building at the nearest exit and follow the other teachers to a safe distance from the building (at least 50 feet). Give your name to one of the teachers to record on his/her Attendance Sheet. You should remain outside until the administrator announces that the building is okay for re-entrance. If you are in the classroom with the teacher during a fire drill, please follow the students and teacher out of the room and to a safe destination away from the building (at least 50 feet). The teacher assumes responsibility for all the children during the fire drill. Please remain outside until the teacher has been told it's safe to re-enter the building.

If you are in a classroom, a knuckle, or the hallways with students without a teacher present, please walk the students quietly and orderly out of the building to a safe destination (at least 50 feet) with the other students and teachers. Please team-up with a teacher so that he/she may add your name along with the students' names to his/her Attendance Sheet. This will ensure that all students, visitors, and staff are accounted for and out of danger. Please remain outside with the children until the administrator has announced that the building is okay for re-entrance. Upon re-entrance, please check-in with your classroom teacher prior to returning to your original destination.



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VOLUNTEER AGREEMENT

As a volunteer at Memorial Elementary School, I share the responsibility of maintaining the confidentiality of any student or staff information that may be available to me. I understand that I am not to discuss academic or other confidential information regarding students or staff with anyone.

I have read the information in Memorial Elementary School's Volunteer Handbook and will respect confidentiality and other procedures as outlined in the handbook.

Name

Date

In accordance with Board of Education policy 1212, all volunteers are also asked to sign and accept the *Volunteer Information Form and Waiver of Liability* form located on the reverse side of this agreement.

