

CHATHAM PUBLIC SCHOOLS

VOLUNTEER HANDBOOK



2009—2010

147 Depot Road
Chatham, MA 02633
508-945-5135

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V. SCHOOL RULES

- A. Students may not run in the hallways.
- B. Students may not wear hats in school.
- C. Loud voices in the hallway or cafeteria are not allowed.
- D. Respectful behavior is expected at all times, in all places, including the bus.
- E. Chasing (unless in an organized game) is not allowed on the playground.
- F. Bullying in any form is not allowed; teasing, pushing, hitting, name calling and excluding others may be forms of bullying. All bullying incidents must be reported to the Principal.

VI. CONTACTS

VIPS Coordinator

Susan Whitcomb 508-945-0360

CES Coordinator:

Lori Kelsey 508-432-1395

CES Secretary:

Faith Caswell 508-945-5135 ex 105

CES Principal:

Gaylene Heppe 508-945-5135 ex 106

IV. GENERAL GUIDELINES

- A. Please be prompt; if you are unable to come at your scheduled time, please call the office (508-945-5135) and leave a message for the teacher that you work with stating that you will be late or absent.
- B. Maintain confidentiality regarding students, staff, and parent issues. Volunteers are held to the same high standards as regular staff in terms of honoring confidential information related to school business.
- C. Use the staff bathrooms across from the main office. Volunteers should not use the children's bathrooms in the classroom wings.
- D. In the event of a **Lockdown**, go quickly to the nearest classroom and follow the instructions of the staff member in charge.
- E. Leave the building with your assigned class if there is a **Fire Drill**.
- F. Follow the plan and procedures established by the classroom teacher; volunteers need to support the teacher's agenda for students as opposed to creating it.
- G. Speak to the VIPS Coordinator if there is a problem that cannot be resolved through discussion with the classroom teacher.

PRINCIPAL'S LETTER

Dear Volunteer:

We are pleased to welcome you to our school and thank you for your willingness to share your time, talents and energy with our students. We hope that your experience is both enjoyable and rewarding. Please let us know if you have ideas regarding ways to improve the VIPS program. We value our relationship with you and are grateful for your support.

Sincerely,

Gaylene, Heppe

VIPS MISSION STATEMENT

Chatham Volunteers in Public Schools (VIPS) is the program responsible for coordinating the recruitment, orientation, placement, support and recognition of volunteers. Volunteer assignments are designed to strengthen, enrich, and expand the educational opportunities for students and to enhance the overall quality of life for those who live, work and study in Chatham.

I. REQUIREMENTS

- A. All volunteers must submit to a CORI check prior to volunteering in the school.
- B. All volunteers must be registered through the VIPS program and be familiar with responsibilities related to the volunteer program.

II. ARRIVAL

- A. All volunteers must report to the main office, sign in the visitor notebook, and place a visitor badge on their clothing before proceeding to the classroom to volunteer.
- B. All volunteers are required to sign the log-out book in the office when their volunteer service is completed for the day.

Note: School Hours are from 8:30 A.M. – 2:40 P.M.

III. STUDENT INTERACTIONS

- A. Students are expected to be respectful to volunteers and to other students at all times. Non-compliant and or disruptive students should be given one, and only one warning for inappropriate behavior. If a student persists in being disrespectful and or non-compliant, please report this to the classroom teacher immediately. Volunteers should not attempt to discipline students in any way.
- B. The law prohibits adults from restraining students. Please take care not to touch students in a way that could be considered forceful. The best policy is not to touch students, especially if they are being non-compliant. If a student poses a threat to you or to other students, report this to the classroom teacher at once.
- C. Volunteers may not give students food of any type, including candy and gum. Many children have allergies; some are life threatening, thus the “no food” rule is an absolute.
- D. If a student bleeds for any reason, volunteers are advised to follow these Universal Precautions: Do not touch blood or body fluid of any kind. All classrooms are equipped with rubber gloves and large gauze pads to be placed on wounds or a bloody nose. Accompany the bleeding student to the classroom teacher or to the nurse.