

# Cashman Elementary School



Volunteer Training

# Our Mission

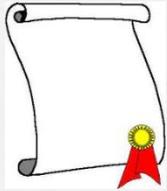
*Empower a community of learners  
to build a world of opportunity*



# Welcome to our school family!



Thank you for offering your time and talents to help our students learn and grow!



# Outcomes



This presentation is designed to help you become:

1. Familiar with Cashman School Volunteer ***Code of Ethics***
2. More knowledgeable about Amesbury Public School policies
3. More knowledgeable about Cashman volunteer procedures
4. Registered as a trained volunteer at Cashman
5. Ensure a SAFE and CARING community for ALL!

# Volunteer Code of Ethics



- o **Attitude:** Please come to school with a good attitude, one that will say to the principal and teachers, "I'm glad you asked me to help you", and one that will say to the boy or girl you're working with, "You are so special. I'm glad that I have an opportunity to work with you."
- o **Behavior:** You are another role model for our students. Be sure to dress and act appropriately.
- o **Dependability:** Make a professional commitment--please be dependable. The teachers are planning activities for you and the students. Keeping your part of the bargain is very important. Please notify our school office if you cannot come.



# Volunteer Code of Ethics

## Communication

- o You will always work under the direction and supervision of a teacher or other member of the school staff. The relationship between the volunteer and the teacher is a professional one--one of the mutual respect and confidence.
- o We are a learning community – adults and children learning together every day! So please, if you have questions as to policy and procedures, please ask a staff member.

# Volunteer Code of Ethics

**Confidentiality** – *the cornerstone of trust*

*Any information to which you have access in the school or classroom is confidential.*



*As a volunteer, you are required to protect the confidentiality of all student information that you see or hear while volunteering. FERPA (Family Educational Rights and Privacy Act), a federal law, as well as state regulations, protect student information.*

# Confidentiality – con'd

- You may have occasion to know the children who are succeeding and those who are struggling, so please remember that any information pertaining to a child must be left in the classroom. It is the teacher's role to communicate a student's progress.
- Personal reactions to a particular staff member or student should be confidential.
- Concerns should be directed to a school administrator.



# Volunteer Code of Ethics

## Creating a Learning Environment



- o We ask that you always sign in and out at the front office and wear your volunteer sticker at all times while in the building.
- o Please leave younger children at home and turn off cell phones, as your attention needs to be on the children and task.

# Volunteer Code of Ethics

## Creating a Learning Environment

- o Parent volunteers who are working on non-instructional tasks (clerical/cut and paste activities, etc.) are generally in the teacher's workroom. Parents who are working with small groups or individual students supporting instruction are to be in the classroom or space assigned by the teacher.
- o Parent volunteering time is not a time for visiting or to hold parent conferences.



# Where and When

- o Please be sure to visit  
*only your assigned area.*

We rely on our volunteers to understand that our school is a very busy and open place.

We try to minimize any interruptions to **learning!**



# Volunteer Code of Ethics

## Safe Actions:

- It is a good practice to never be alone with a child in locations where you are not visible to others.
- Use verbal positive praise rather than touch to recognize good effort.
- Use adult restrooms rather than student restrooms. Staff can direct you to the nearest adult restrooms.

## Support:

- As volunteers, you are a support to the staff members in the building. Staff are responsible for the education and discipline of the students at school. Therefore, follow the plan/instructions left for you and communicate any behavioral concerns to the teacher.



# Important School System Policies

All volunteers must have thoroughly read the

## *Amesbury and Cashman Elementary Parent Handbook*

Some policies are summarized here for a PDF  
copy of the handbook visit our website at

<http://www.amesburyma.gov/CashmanElementary>

Click *Welcome to CES and Student Handbook*



# Important School System Policies

## SCHOOL VOLUNTEERS (Policy IICC)

The School Committee recognizes that volunteers can make many valuable contributions to the district schools, and therefore, the School Committee endorses a volunteer program in the schools. Appropriate recognition of volunteer service will be made annually.

Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Volunteers are required to respect and maintain **confidentiality** of information regarding students, staff and families.

All school volunteers will be screened by the principals including a CORI. The principal has the final decision on exclusion of any volunteer regardless of the source.



# Important School System Policies

## ALLERGIES IN THE SCHOOL SETTING

(Policy JHCA )



The Amesbury Public Schools is committed to providing a safe and healthy school environment for all students. Allergies can be a significant health problem or life threatening for some students. The presence of food in all classrooms with the exception of classrooms that teach cooking as part of the curriculum is not permitted. Any exceptions to this policy must be approved by the building principal. Open food is not allowed on busses or vans.

Successful allergy management is a partnership among the parent/guardian(s), the student, the prescribing physician and the school system. It is the responsibility of the parent to notify their child's school of their child's allergies at the beginning of each school year. The student's physician must be involved in the diagnosis and treatment plan that the school will follow for students with allergy intolerance while in the school or at any school-sponsored event. The plan must be reviewed annually and revised as needed. No student will be excluded from school activities based solely on his/her allergies.

The best way to ensure that ALL children are safe from potentially *life-threatening allergies* in our school is to remember one simple phrase.



**NEVER**  
**FEED**  
**Students!**



The number of students with allergies increases every year. Like all student information health concerns are private! There is only one way to be SURE that children are safe. So please....

Never offer food to a child in our school.  
Let our **staff take the lead** on any food related issue.

# Important School System Policies

## Bullying Prevention / Intervention (Policy JFCB/GBCBC)



The Amesbury Public Schools have adopted a “**Zero Indifference**” philosophy in regard to bullying.

The district expects that all members of the school community will take an active role in the prevention and intervention of bullying.

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It is our goal, through education, to give our students the freedom to choose cooperation, empathy, and understanding as they move toward becoming productive citizens of our world.

**Bullying reports can be made by anyone at any time. Forms are available in the our office or on the website at**

<http://www.amesburyma.gov/documents.cfm?id=421&location=380&school=380>

# Assuring Safety for Every Child

- o Child abuse and child neglect are against the law. Educators, health care workers, police officers, etc. are required by law to report suspected abuse or neglect.
- o Should you have reason to believe that a child is being abused or neglected, report to a school administrator immediately. You are another set of eyes and ears to help keep our students safe!



# Cashman Core



o Respect

o *Responsibility*

o *Reflection*

# Examples of Volunteer Opportunities



- o Individual or small-groups within teams
- o Creating materials for instruction
- o Support for Related Arts
- o Special Events and Field Trips

# Field Trips



- o Without assistance from chaperones, field trips would not be possible, so we appreciate parents' willingness to provide this service.
- o To assist us in making trips a positive experience for all, all chaperones will be asked to review our volunteer training materials.
- o You will be given more information about a specific field trip if you choose to chaperone.

# Logistical Information

- o Please always enter and exit through the main office and be sure to sign in and sign out.
- o Emergency evacuation plans and exit maps are posted in each classroom. These are usually posted near the door. Please be familiar with exit routes. Everyone must exit the building if the alarm sounds.
- o Please ask for training for any equipment or machines you need to use while volunteering.



# Safety Drills

Safety drills are a part of our school year routine. All volunteers must follow the direction of staff members and participate fully in these safety drills. These may include:

- o Fire Drill
- o Shelter-In-Place
- o Lock Down



**Always follow the direction of school personnel during our safety drills.**

# Thank you, Volunteer!

- o V - Valuable is the work you do.
- o O - Outstanding is how you always come through.
- o L - Loyal, sincere, and full of good cheer.
- o U - Untiring in your efforts throughout the year.
- o N - Notable are the contributions you make.
- o T - Trustworthy in every project you take.
- o E - Eager to reach your every goal.
- o E - Effective in the way you fulfill your role.
- o R - Ready with a smile like a shining star.
- o S - Special and wonderful, that's what you are!



*We appreciate volunteers at Cashman School and hope that this presentation has provided an overview of the goals and responsibilities of the volunteer program at our school.*



Thank you, for participating  
in our trial volunteer  
training!



To complete this training and become a Cashman  
registered volunteer, please see our office  
secretaries.

For additional information  
about volunteering at  
Cashman, please call  
978-388-4407

