

# Fall River Parent Volunteer Guide

**Purpose:** To provide a reference for volunteers at FRES both inside and outside the classroom on the opportunities, expectations, and community standards that are found here

## I. General information

### A. Volunteer application

1. Forms are distributed at the start of the school year. You need to fill out one for each classroom you are planning to volunteer in (duplicate copies ensures that all teachers are aware that you have been approved). Anyone volunteering in the building during the school day for any reason needs to have a form on file.
2. Once your application has been approved by Dr Guthals, you may start volunteering
3. This year's application also includes a section on approval for volunteering through PTO
4. Applications must be completed each school year

### B. Signing in and out procedures

1. Sign-in: at the front office (everyone, including preschool volunteers), fill out the log, and get a sticker badge
2. Be sure to sign out before you leave as everyone expected to be in the building must be accounted for during safety drills
3. Stay in an appropriate area for what you have signed in to volunteer with
4. For liability reasons and to make you a more effective volunteer, please leave other children at home while volunteering

### C. Types of opportunities

1. Classroom volunteering: what are your strengths and preferences?
  - a) *Clerical tasks vs working directly with students*
  - b) *Individual student work vs small groups*
  - c) *Be sure to inform your child's teacher of your preferences*
2. Parents' Committee for the Arts acts as a clearinghouse for Specials volunteers. Interest forms were distributed at the beginning of the year.
3. PTO-sponsored activities
  - a) *Big Book of Jobs*
  - b) *Less time/labor-intensive opportunities announced on an as-needed basis either by email or on the PTO website or Facebook page*

### D. Discipline and behavior standards

1. Learn the lingo
  - a) *PBS/ROCKS behavior: it's okay to get teacher help when students do not meet these expectations*
    - (1) R – Respectful
    - (2) O – Outstanding
    - (3) C – Community
    - (4) K – Kind
    - (5) S - Safety

(6) see classroom standards below

Fall River PBS Matrix

	<b>Respectful</b>	<b>Outstanding</b>	<b>Community</b>	<b>Kindness</b>	<b>Safety</b>
<b>Classroom</b>	Be kind and cooperate Share Wait your turn Use inside voices	Stay on task Try everything Be an active learner Do your best	Listen well and follow directions Complete your work When you make a mistake, make it right	Treat others the way you want to be treated	Walk in the classroom Keep hands, feet & things to yourself Use materials properly Sit appropriately in your chair Push in your chair

b) *Kelso's choices*

(1) When a child comes to you to solve their "small problem," tell them to try one to two of Kelso's Choices first. If that doesn't work, then an adult can intervene.

(2) We know it's a big problem if we feel scared or feel unsafe, or if anyone is physically hit, kicked or hurt. We know to get adult help immediately if we have a big problem.

(3) 9 options

- (a) Go to another game (if someone is cheating or not playing fairly).
- (b) Share and take turns (if you and a friend both want the same toy, pencil, ball, slide...).
- (c) Apologize (if you hurt someone's feelings).
- (d) Ignore (if someone is saying mean words).
- (e) Tell them to stop (doing what it is that bothers you).
- (f) Walk away (if someone is being unkind).
- (g) Wait and cool off (take a deep breath, count to 10, and think about what you need to do next).
- (h) Talk it out (tell the person using an I-message how you feel and what you would like them to do instead).
- (i) Make a deal (decide together with the other person what you can do to solve the problem. Example: "Rock, Paper, Scissors").

c) *Bucket filling*

(1) The bucket filling philosophy is that everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy, and when our buckets are empty, we feel sad.

(2) Each of us also has an invisible dipper. When we use that dipper to fill other people's buckets (by saying or doing things that are kind, considerate and respectful), we increase their positive emotions as well as fill our own bucket. But when we use that dipper to dip from other's buckets (by saying or doing things that decrease their positive emotions), we diminish ourselves.

(3) Even the youngest child understands that actions and words can either fill a bucket or dip into it.

2. Working with a parent volunteer is a **privilege**; send a child who is abusing that privilege back to the classroom

3. Working with your own kid

- a) *Depending on the activities the teacher has planned, you may not always get to work with your child (although teachers generally try hard to accommodate this)*
- b) *Understand that your help might be better used outside the classroom (i.e., in the pod) if your presence is distracting to your child*

E. What's in a name?

1. Certified staff are referred to by Title and Last Name. Classified staff and volunteers may choose to use either their First or Last Name preceded by a Title.
2. In the presence of students, parents should refer to teachers and staff by the names that the students are expected to use.

F. Assorted nuts and bolts

1. Volunteering should be enjoyable, and the teacher wants to know if it's not so s/he can help
2. Please limit cell phone use
3. Always maintain student confidentiality, and don't take or post pictures on social media of other parents' children without their permission. This includes during field trips, Fox Trot, Carnival, or other large school events.
4. Avoid going into the teachers' lounge, particularly when staff are present.
5. Follow the school dress code
  - a) *T-shirts with obscene or racial comments, spaghetti strap tank tops, spandex shorts, short shorts, midriff shirts, and swimwear are not allowed.*
  - b) *Shorts/skirts are to be longer than your fingertips when arms are hanging straight down to your side.*
  - c) *Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts may not be worn. No underwear should be showing.*
  - d) *Caps/hats should not be worn in the building.*
6. Use school-appropriate language
7. Don't allow students, including your own, to sit on your lap
8. Be mindful of physical interaction with students. Touch should be kept to shoulder or at most a side-to-side hug and should be initiated by the student.
9. What if a child wants to go to the bathroom or get a drink?
  - a) *Usually, students should take care of this outside of the time with a volunteer, but if it's an emergency, send them back to classroom to get a pass (soe the teacher is aware).*
  - b) *Never restrict a student from the bathroom--always err on the side of letting them go.*
10. Do your best to arrive on time and let the teacher know if you will be late or need to cancel
  - a) *Email is generally sufficient for this.*
  - b) *In cases where immediate communication is necessary (e.g., field trip chaperone), volunteers should call the front office, who can get a message to the teacher quickly.*

11. Although you may become adept with the paper cutter or the die-cut machine, parent volunteers are not permitted to use the photocopier, riso, or laminator. The front office may be able to help with additional resources (including Friday folder fliers or a small number of copies).
12. If you're unsure, ask for help with directions, and let the teacher know if assigned tasks are out of your comfort zone or expertise
13. Please save parent-teacher conference-type conversations for another time
14. Volunteers are permitted to use the "adult only" restrooms in the pods instead of the student restrooms.
15. Classroom volunteer supply kits were donated to each teacher at the beginning of the year. These contain a variety of useful tools in one convenient place.
16. The north end of our parking lot is reserved for preschool parents only. This is because preschool parents are required to sign their children in and out of school. Please avoid parking in areas designated for staff, as well. Both the preschool and staff parking areas are designated by signs. The best parking spot is on Deerwood, due to our limited parking lot.