The background is a warm, yellow-toned photograph of a classroom. In the lower-left corner, a young girl with curly hair is smiling and leaning over a desk. In the upper-left corner, there are colorful alphabet blocks, including one with the letter 'A' and another with 'C'. The overall atmosphere is bright and educational.

Wrightsboro Elementary Volunteer Orientation

2017-2018

Volunteer Opportunities

• Clerical Time

- Complete tasks such as running off papers, organizing materials, cutting out items (at home or at school), putting up bulletin boards, etc.

• Classroom Time

- Work in Classroom with teacher and provide extra set of helping hands.
- Best suited for flexible or spontaneous volunteers.

• Media Time

- Help students check out books
- Assist in shelving books

• Donations of Supplies

- Provide supplies for projects and/or celebrations

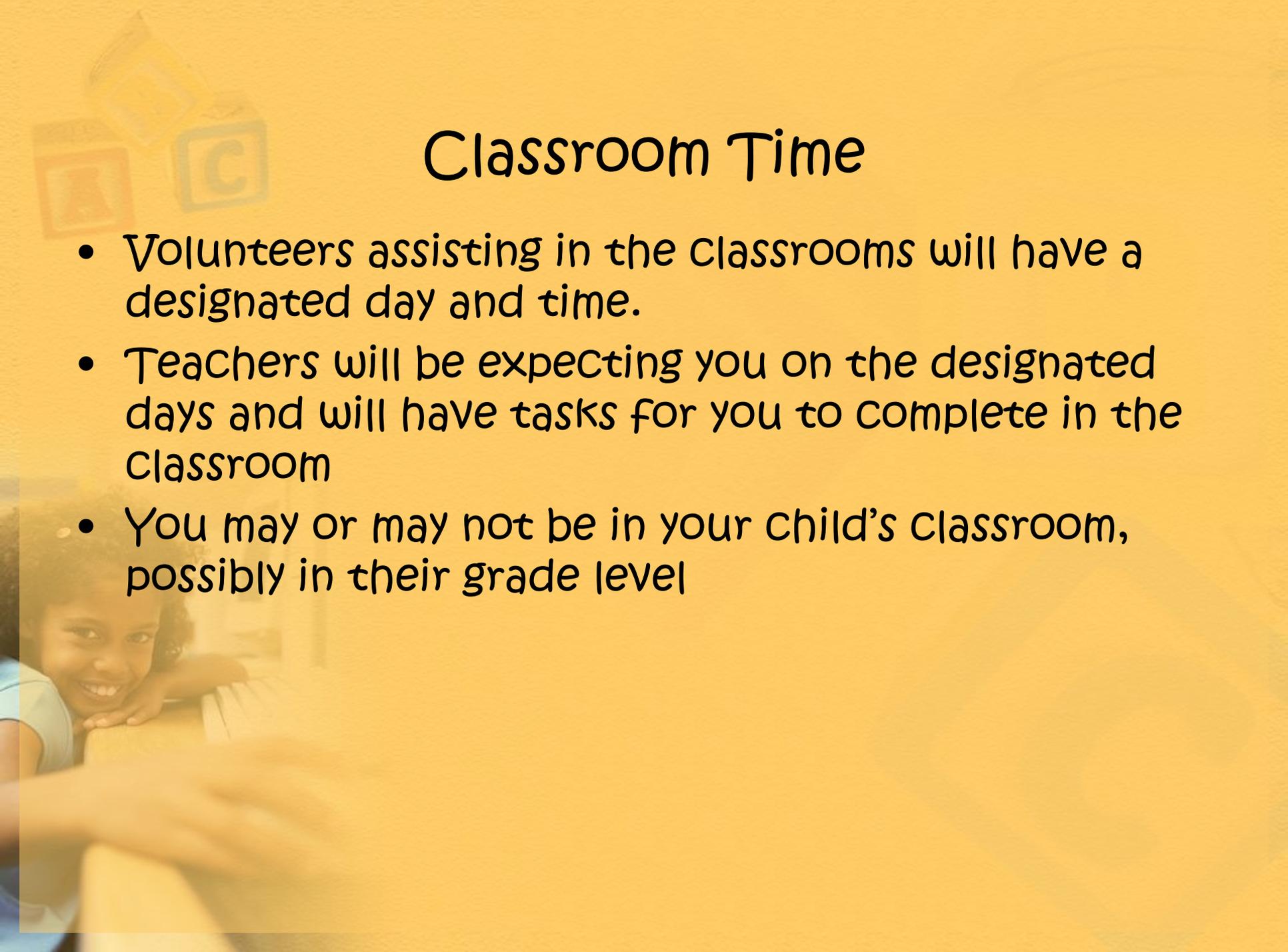
• PTO

- Volunteer with various school-wide events
 - Membership (recruit other parents to help)
 - Teacher Appreciation
 - Fundraising
 - Box Tops/Food Labels
 - School Festivals
 - Newsletter/Fliers
 - Yearbook
 - T-Shirt Sales



Clerical Time

- Volunteers assisting teachers, specialists, and the front office with clerical tasks will be asked to do the following:
 - Go to the 200 building workroom
 - Copy, cut, organize, etc. items in the “Need to be completed” bin under the laminating machine
 - When finished, place those items in the “Completed” bin under the laminating machine.
- 



Classroom Time

- Volunteers assisting in the classrooms will have a designated day and time.
- Teachers will be expecting you on the designated days and will have tasks for you to complete in the Classroom
- You may or may not be in your child's Classroom, possibly in their grade level

Media Helper

- Assisting the media specialist with filing books
- Helping children check books in and out
- Organizing materials
- Book Fair



Other Volunteer Opportunities

- Donation of supplies for classroom
- PTO
 - School Festivals
 - T-Shirts
 - BoxTops
 - Ice Cream Fridays
 - Newsletter
 - Membership



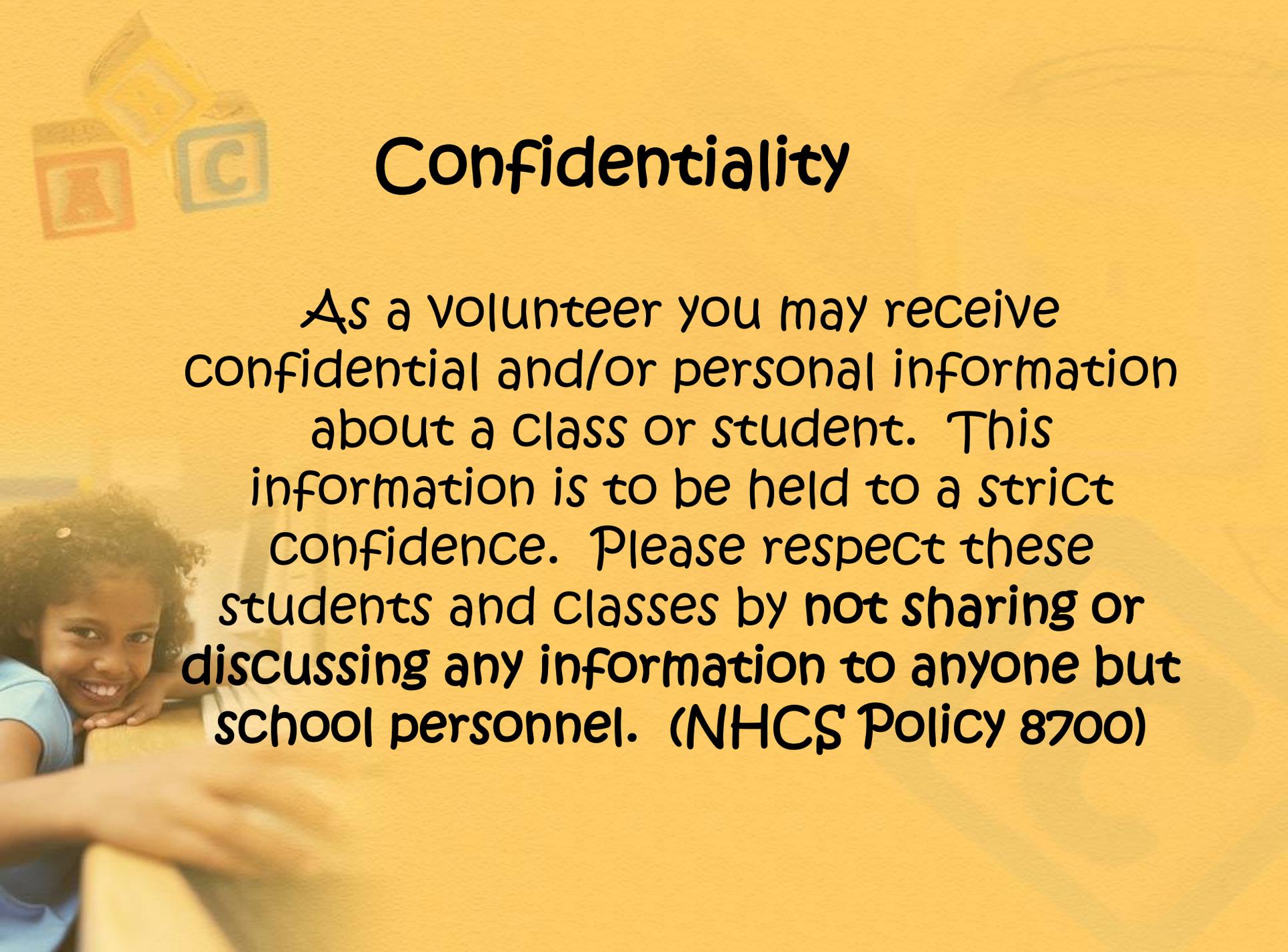
School and County Policies and Expectations

- Board Policies and Procedures can be found on the NHCS webpage (<http://www.nhcs.net/policies/policymanual.htm>). It is our expectation and your responsibility to be familiar with policies pertaining to volunteering in the school setting.
 - Policies to review may include:
 - Policy 6082
 - Policy 9415
 - Policy 1602
- 



Signing in-out/Visitor Badge

- All visitors must report to the office to check in.
 - A visitor's badge must be visibly displayed on clothing.
 - Visitors should return to office at the end of visit to sign out and return visitor's badge to office personnel.
- 



Confidentiality

As a volunteer you may receive confidential and/or personal information about a class or student. This information is to be held to a strict confidence. Please respect these students and classes by not sharing or discussing any information to anyone but school personnel. (NHCS Policy 8700)



Working With Students

We know one of the most fulfilling opportunities for a volunteer is to work with our students. For the safety of our volunteers and students we ask that when working one-on-one or in small groups, all students and volunteers stay in the area designated by the classroom teacher. We also ask that no volunteer be left alone with an individual or group of students and that there always is another teacher or supervisor in the classroom.



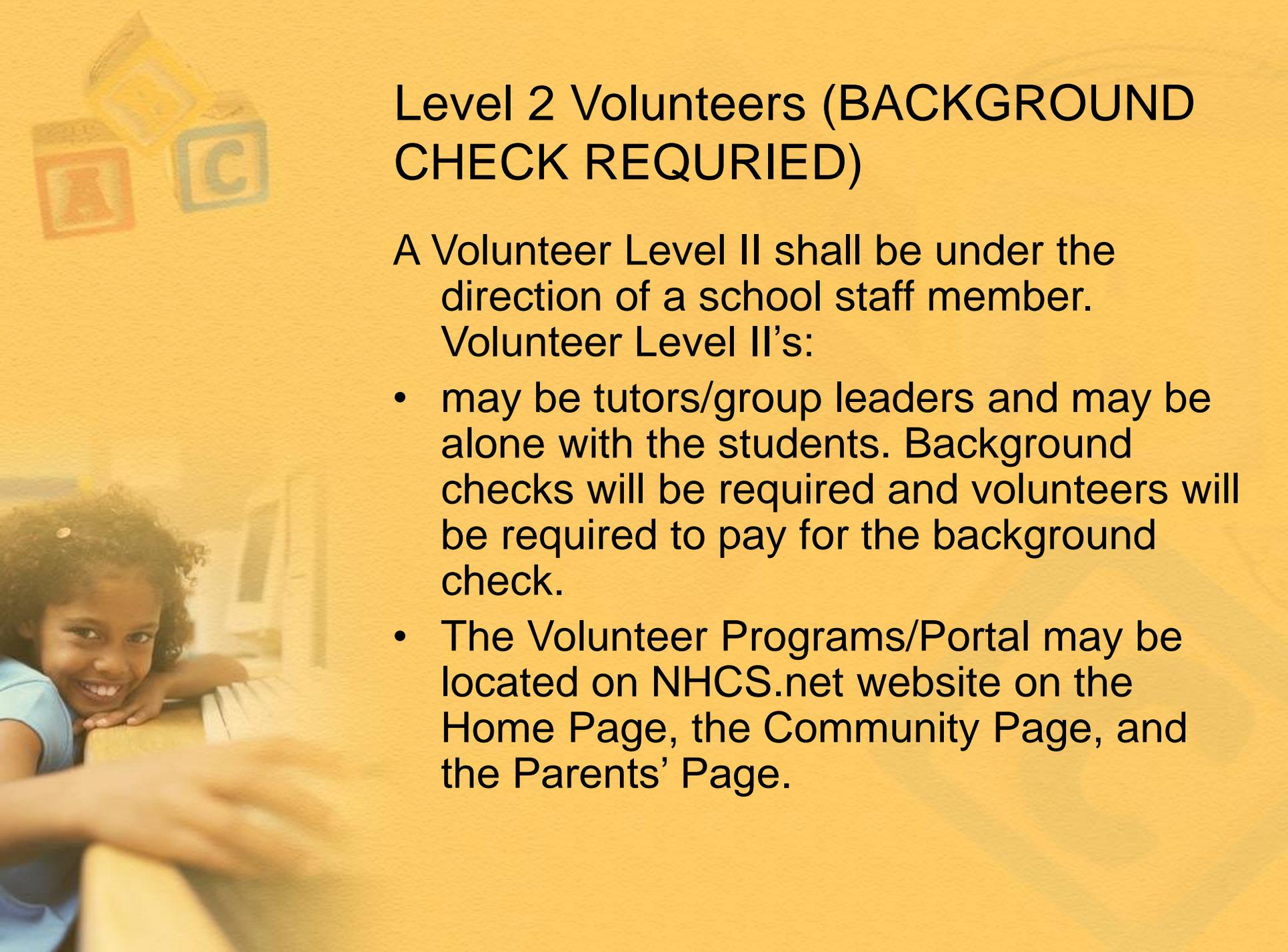
Volunteers are prohibited from sharing any personal information (such as phone number, email or address) with a student or asking a student for any personal information.



Level 1 Volunteers

Volunteer level I shall be under the direction of a school staff member.

- Volunteer duties may include:
 - Classroom Helper-Assisting the teacher with regular or special classroom activities or events.
 - Clerical Helper-Assisting the office staff with clerical duties.
 - Library or Media Center Helper-Assisting the media coordinator with checking books in and out for students and filing books.
 - Cafeteria Helper-Assisting school and cafeteria staff with students.
- 

The background of the slide features a warm, yellow-toned image of a young girl with curly hair, smiling and leaning over a desk. In the upper left corner, there are several colorful alphabet blocks, including one with the letter 'A' and another with the letter 'C'.

Level 2 Volunteers (BACKGROUND CHECK REQUIRED)

A Volunteer Level II shall be under the direction of a school staff member.
Volunteer Level II's:

- may be tutors/group leaders and may be alone with the students. Background checks will be required and volunteers will be required to pay for the background check.
- The Volunteer Programs/Portal may be located on NHCS.net website on the Home Page, the Community Page, and the Parents' Page.



Working With Students

When working with a student that exhibits a behavior problem, if possible request for the teacher to come assist. If the teacher is unavailable remind the child to follow “Cool Cat” behavior. If the child has a behavior chart, take a minute to review his/her goals.

Please do not:

- Raise your voice at the child
 - Place your hands on the child
 - Use derogatory language with the child
- 



Working with your child

- We encourage you to volunteer in your child's Classroom. However, in some instances a parent in his/her child's Classroom can be more distracting than helpful. If this situation occurs with your child, please do not be discouraged to continue volunteering. We have so many needs and could use your help in other areas at the school.
 - If you would like to observe your child but realize that volunteering in the Classroom could lead to distraction from educational lessons, please contact Mrs. Hall, the Principal, to schedule a guided observation.
- 



Dress Code

- Remember that as a volunteer, you become a role model to many of our students.
 - Dress appropriately and modestly.
 - Short skirts or shorts, tight clothing or clothing with inappropriate words or pictures is prohibited.
- 

Restrooms

If you need to use the restroom while on our Campus, please make sure to use one of the designated adult bathrooms. Please do not use student bathrooms.

Smoking

Wrightsboro Elementary School is a tobacco free campus. All use of tobacco products on the school property, including all buildings, playgrounds and parking lots, is strictly prohibited. (NHCS Policy 6434)



Cell Phones

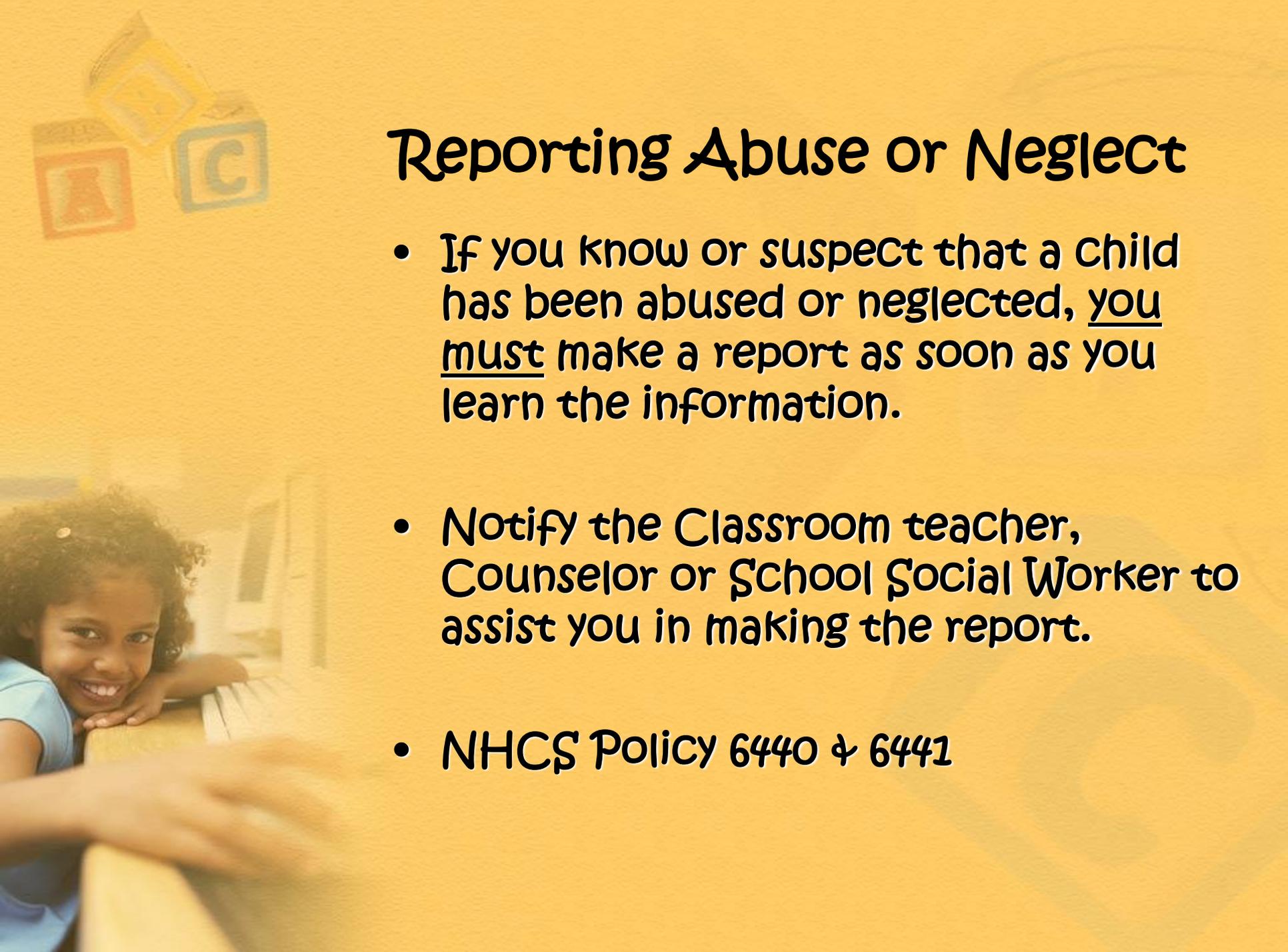


To minimize interruptions or distractions please make sure to turn off all cell phones while volunteering at the school. Cell phones should not be visible or in use during your volunteer time. Phones should not be given to children to play games, take pictures, etc. Pictures of children should not be taken on volunteer phones.



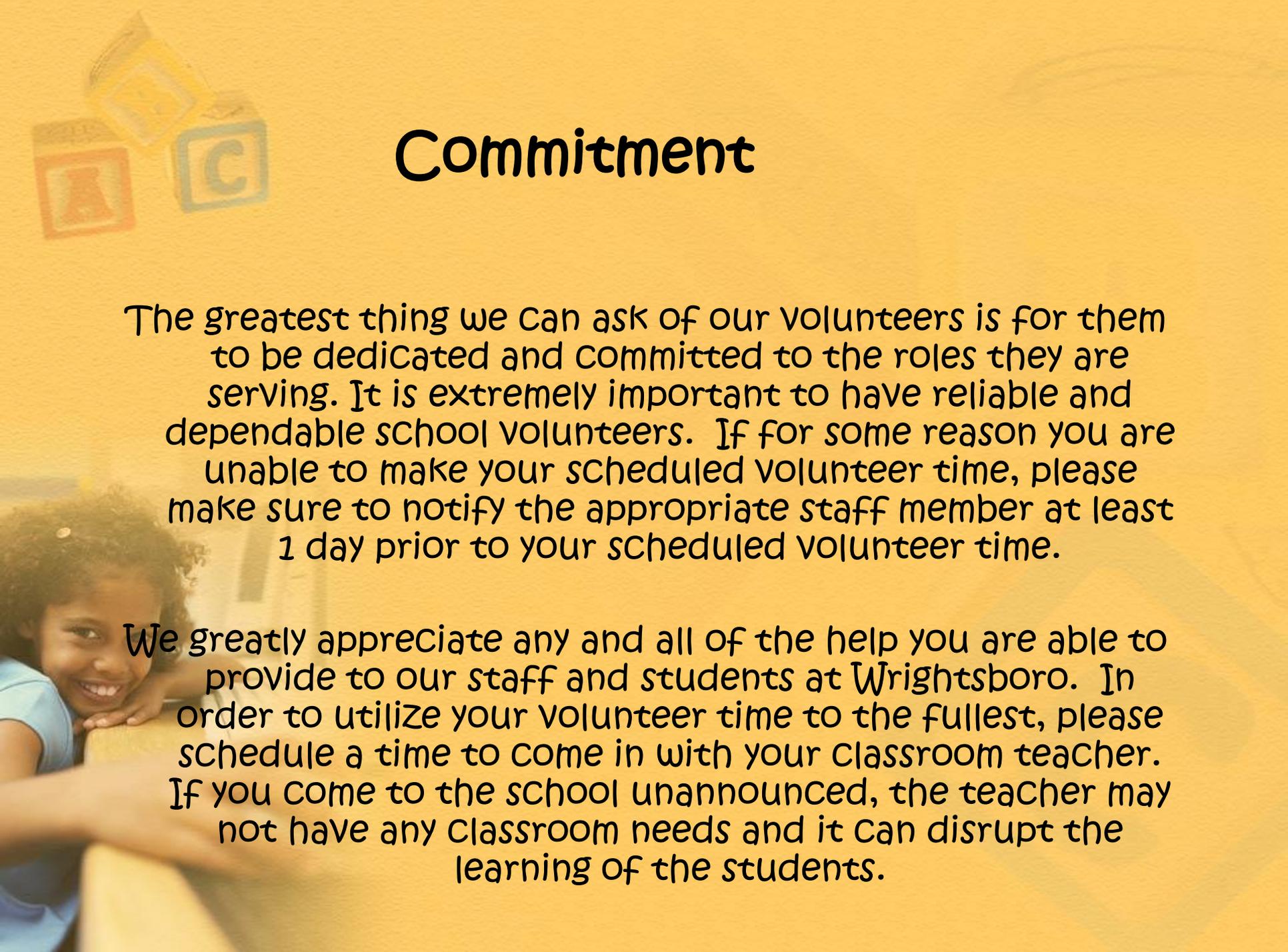
Evacuating the Building

- In the case of a fire, the alarm will sound and you are to evacuate the building with the classroom teacher and students.
 - In the case of a lockdown, find the nearest Classroom with a teacher and go inside. Follow the direction of the Classroom teacher until the lockdown is complete.
 - In the case of a tornado, follow the Classroom teacher and follow the direction of the teacher.
- 

The background of the slide features a warm, yellowish-gold gradient. In the upper left corner, there are three colorful alphabet blocks: a red one with the letter 'A', a yellow one with 'B', and a blue one with 'C'. In the lower left corner, a young girl with dark, curly hair is smiling and leaning over a wooden table. The overall tone is bright and positive.

Reporting Abuse or Neglect

- If you know or suspect that a child has been abused or neglected, you must make a report as soon as you learn the information.
- Notify the Classroom teacher, Counselor or School Social Worker to assist you in making the report.
- NHCS Policy 6440 & 6441



Commitment

The greatest thing we can ask of our volunteers is for them to be dedicated and committed to the roles they are serving. It is extremely important to have reliable and dependable school volunteers. If for some reason you are unable to make your scheduled volunteer time, please make sure to notify the appropriate staff member at least 1 day prior to your scheduled volunteer time.



We greatly appreciate any and all of the help you are able to provide to our staff and students at Wrightsboro. In order to utilize your volunteer time to the fullest, please schedule a time to come in with your classroom teacher. If you come to the school unannounced, the teacher may not have any classroom needs and it can disrupt the learning of the students.



Contact Information

910-815-6909

www.nhcs.net/wboro



If you are unable to make your scheduled volunteer time, contact the teacher at least one day in advance, if possible.