Carlisle Public Schools

Academic Excellence, Creativity, Respect, & Responsibility

Volunteer Training

2024-2025



Carlisle Public Schools - Volunteer Training

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Volunteer Guidance

The administration and staff at Carlisle Public Schools are extremely grateful to the parent and community volunteers who so generously give their time and talents to support the schools. Carlisle Public Schools rely heavily on the assistance that volunteers bring to school programs, both for regularly scheduled work aid and special projects.

Volunteer requests as to the role they serve within the schools are strongly considered. However, volunteers may be asked to serve in whatever capacity meets the needs of the administration and of classroom teachers at any given time.



- Administration would like to stress to volunteers that respect for the rights of others is essential in the school environment. Faculty, staff, and students are to be accorded privacy.
- Volunteers are expected to respect the faculty and staff’s personal space and refrain from entering the Teachers' Rooms without express invitation.
- Volunteers will not be allowed to work in any area where confidentiality is likely to be compromised.
- Should a volunteer, in the course of performing duties, overhear, observe or otherwise become party to information which is confidential or sensitive, it is expected that they will not discuss such information with anyone.
- If a volunteer sees or hears anything of concern they should immediately consult with the appropriate administrator.
- Typically volunteers are kept quite busy, but if you find yourself with unassigned time please report to the Main Office.

- If a volunteer is unable to fulfill an assignment on a given day, they should notify the teacher, staff member, or coordinator as soon as possible so they can plan accordingly.

- Volunteers should refer students with behavioral issues to the appropriate school personnel.

- Volunteers are asked to contact a school administrator regarding any problems they may encounter while volunteering.



- For the security of our students and staff, volunteers are required to **sign in** and pick up a **visitor pass** upon arrival, as well as **sign out** upon leaving. The volunteer sign in station is located right outside the Main Office.
- Visitor passes should be worn in a visible place while on school property.
- Even if you are well known to many Carlisle School staff, all volunteers are asked to wear visitor passes.
- Volunteers will need to sign in and sign out each time they come to school.



- Volunteers are asked to park in the main lower parking lot below the solar canopy.
- Per Massachusetts law, smoking is not permitted on school grounds.

Background Checks
CORI & SORI Form

All volunteers are required to fill out a Criminal Offender Record Inquiry (CORI) and a Sex Offender Registry Information (SORI) form prior to serving as a volunteer in the school.

Forms are available in the Main Office and must be completed and submitted in person.

A valid drivers license is required to complete a CORI & SORI form.

Processing of a CORI & SORI form usually takes about 24 hours.

CORI results expire every three years and a new CORI & SORI form must be filled out and processed.



Background Checks
Fingerprinting Requirements

Volunteers who may have direct, unmonitored contact with children are required by law to a state and national fingerprint criminal background check.

For additional information regarding the law regulating the fingerprint requirement, as applicable to public schools: 603 CMR 51.00 Criminal History Checks for School Employees

To review the Carlisle School Committee Policy on Background Checks: A5-Background Checks



Recess Guidelines

Volunteers for Recess Duty should check-in at the Main Office upon arrival.

Once a volunteer has checked in and filled out a visitor pass they should report to a Recess Monitor for further instruction.

Please remember to dress appropriately as students go outdoors for recess whenever possible.



Safety Protocol

Volunteers should follow direction from Carlisle Public School staff in the event of an emergency, but it is beneficial for volunteers to be familiar with safety protocol in the district.

Fire Drill/Other Exterior Evacuation Situations
The evacuation signal will sound and the strobe light will flash. Evacuate to assigned fire drill area:

Preschool & Grades K-4: First Religious Society
Grades 5-8: Congregational Church

Interior Evacuation
Listen for evacuation announcement and evacuate to the designated site:

Preschool: Corey 106 (Back of Auditorium)
Grades K-4: Auditorium
Grade 5: Exercise Room
Grades 6-8: Gymnasium



Safety Protocol

Lockdown/Evacuation Procedure
In the event of a credible threat to the school, the responsibility of teachers is to immediately gather students and adults, including volunteers, in a secure area and maintain silence.

- Clear students from the hallway immediately having students report to the nearest available classroom or supervised area.
  - Assigned staff closest to the restrooms will direct students to their classrooms.
  - Close and lock/secure, as best possible, all windows and doors. In most classrooms the door opens in so place a door wedge/stop under the door if available. Do not allow anyone to leave your location.

- Evaluate the threat.
  - Listen to announcements to become aware of the threat and its location.
  - Determine if it is best to stay in a secure space.
  - If not secure to stay, determine if it is best to evacuate using: Exterior Door, Hallway, or Window.
  - If safe to evacuate, proceed to the designated area for the grade level if safe to do so. (PK-Grade 4: First Religious Society, Grades 5-8: Congregational Church).

- If you remain in the classroom, move students away from the windows and doors attempting to stay out of sight, often on the floor is the best option.
- Turn off the lights and maintain silence.
- POLICE WILL CLEAR ROOMS.
  - Direction will be given to: GET DOWN AND FOLLOW DIRECTIVES.
  - Teachers and adults in the classroom are to keep the class calm and quiet and reassure students of their safety.
  - Inform police if any students are unaccounted for.
- In the event of a lockdown all other staff and volunteers will report to the nearest supervised area.
- Each space (offices, kitchen, etc.) will follow the process outlined for teachers/staff.
- It is possible that a law enforcement officer may instruct you to follow evacuation procedures prior to the conclusion of the lockdown.
- Remain in the lockdown procedure until unlocked and told the lockdown is over by law enforcement or school authorities. **DO NOT respond to a knock on the door.**

- Once a lockdown is concluded, law enforcement officials will dictate next steps which may be to evacuate each classroom. If the evacuation takes place, the school will follow emergency evacuation procedures.

General Lockdown Information

- Pull shades down if you have them, and it is safe to do so.
- Don’t stand against walls.
- Students should get low on the floor creating a more difficult target.
- Direct students to location in the room out of sight of windows -- stay quietly seated on the floor.
- If you have a cell phone call 911 ONLY if you can provide specific information about the incident, and it is safe to do so.

Thank You!

The entire staff at Carlisle Public Schools thanks you for your willingness to volunteer.

