

# CHARLTON HEIGHTS ELEMENTARY SCHOOL

## Volunteer Handbook



**Burnt Hills-Ballston Lake Central School District:**  
**Ensuring opportunities for learning, personal growth  
and social responsibility**

# Contact Information

**Charlton Heights Elementary School**  
**170 Stage Road**  
**Ballston Lake, New York 12019**

**Phone Number: 399-9141**

**Principal: Timothy Sinnenberg Ext. 5500**

**Administrative Assistant: Beth Stephens Ext. 5514**

### **Main Office:**

**Barbara Pierce Ext. 5500**  
**Carolann Woodman Ext. 5510**



Throughout my life, I've seen the difference that volunteering efforts can make in people's lives. I know the personal value of service as a local volunteer. --*Jimmy Carter*

# Letter from the Principal



Dear Volunteers,

On behalf of the students and staff of Charlton Heights Elementary School, I would like to welcome you to our school and thank you for sharing your time and talent with us. Volunteers play an important role in our program by providing additional help in the classrooms, library, cafeteria, and throughout the school. Everyone benefits from the work that you do. We hope that you will also be rewarded with a special smile or a thank you.

Along with the privilege of volunteering come certain responsibilities and expectations. The Volunteer Handbook was developed by the Charlton Heights Building Council to provide you with an overview of a volunteer's responsibilities at our school, and some helpful hints to keep in mind as you do your work. Please review the handbook carefully before you begin to volunteer.

We will try to match you in a role that best meets your needs and those of the school. As a volunteer, you will be obligated to uphold the high level of confidentiality that is associated with working in a school setting. This is explained further in the handbook.

I look forward to working with you this year. Our goal at Charlton Heights is to enable the students to be successful learners. We appreciate the support that you will provide in helping to make this possible.

Sincerely,

Timothy Sinnenberg

# Emergency Information

## Fire Drills

In the event of a fire, the safety of our children is our major responsibility. Evacuation routes are posted in each of the classrooms as well as in the gym, music rooms, lunch room, computer room, library, and courtyard.

### Rules for fire drills:

1. Remain calm.
2. Walk in a straight line.
3. No talking.
4. No running.
5. Stand in designated meetings spots.
6. Follow the directions of teachers, principal, and fire officials.

## Lockdown Drill

When a lockdown is announced, the teacher will close and lock the classroom door. Students will be moved away from view of the doorway and the shades will be lowered. An announcement will be made from the office when the emergency is over and the lockdown has ended.

## Health Office Information

1. Students who are ill or injured are to come to the Health Office accompanied by another student or, if necessary, an adult.
2. No student is to telephone a parent if they are ill or injured. All telephone calls will be made by the school nurse or principal.
3. Latex gloves are available in each classroom in the event of an accident involving blood or bodily fluids.
4. Gloves should be used only once and disposed of properly.

**IMPORTANT:** All visitors in the building must wear a district name badge or a visitor's sticker. If you see someone without identification, remind them to check in at the office or report it to the main office.

# Confidentiality

When a volunteer is working with a student or group of students at Charlton Heights, the basic right to privacy for each child and family must be respected at all times.

Confidential information includes any personal identifiable data, information, observation, or records pertaining to a student or family.

Volunteers must treat all such information as confidential and should discuss it only with the teacher or assigned supervisor. The information should not be discussed with other volunteers, other teachers or staff, or with anyone outside the school.

The one exception to this rule is in the case of suspected child abuse or neglect. Any volunteer who has reason to believe that a child has been subjected to abuse or maltreatment must report it immediately to the principal or other school official.

Volunteers who do not follow this code of confidentiality will no longer be permitted to participate in school volunteer activities.



# Who Can Volunteer?

Almost anyone! Age, background and educational experience vary considerably among community members helping to serve our children in the schools. All good volunteers share the following traits in common:

**Sincere** in their desire to help children.

**Sensitive** to the policies and procedures of Charlton Heights Elementary School.

**Responsible** to the commitment they make.

**Reassuring** to the students they work with by helping them see themselves as likable, valuable persons capable of achieving great things.

**Respectful** of the confidences of others.

**Patient** in their dealings with others, realizing that progress seldom comes quickly and may not always be readily apparent.

**Capable** of seizing every opportunity to help students feel good about themselves. Give abundant, sincere, deserved praise.

**Cooperative** and willing to respect individual differences as well as the strengths and weaknesses in students. Be sensitive to their self-doubts and to their fragile days.

# Guidelines & Responsibilities

- ❑ Sign in/out at the main office to receive/return your volunteer tag. Wear your name tag at all times while volunteering in school.
- ❑ Be a positive role model. Set a good example of appearance and behavior for students.
- ❑ Dress appropriately while in the classroom.
- ❑ Respect and maintain the confidentiality of all students.
- ❑ Take your directions from the teacher and/or principal. Be able to adjust to each teacher's individual style.
- ❑ Remain with your task, and do not venture to other parts of the building.
- ❑ Be punctual and reliable. Please notify the school if there is a change in plans.
- ❑ Enter the classroom with as little disruption as possible. It is important to respect the students, the teacher, and the classroom working environment.
- ❑ Follow universal first-aid precautions.
- ❑ Become familiar with school/classroom policies, practices and emergency procedures.

# How Volunteering Benefits the School

- ❖ Children get more individual attention
- ❖ The curriculum is enriched
- ❖ Community appreciation of the school and the educational process is increased
- ❖ Parenting knowledge is increased
- ❖ Discipline problems are reduced
- ❖ Children can relate more to adults
- ❖ Motivation of children is increased
- ❖ Children's respect for adults is increased
- ❖ Teachers have more time to teach and plan



# How Volunteering Benefits You

- ❖ Provides involvement and information about Charlton Heights
- ❖ Increases your understanding of the educational process
- ❖ Allows you to understand and contribute to the learning process in your child's school
- ❖ Helps you meet other members of the community (adults and children)
- ❖ Gives you the opportunity to get to know the teachers and other school staff members better



# What a Volunteer Should Expect

As a volunteer, you are a ray of sunshine to the students at Charlton Heights! As a valuable member of an educational team, you *should* expect a few things from the school.

- ❖ An Introduction to class rules and routines of students, and related staff by the classroom teacher.
- ❖ Specific Guidance and clear instructions on assignments.
- ❖ Meaningful Tasks which promote student learning and put to use your interests and talents.
- ❖ A Reasonable Workspace suitable for the job to be done.
- ❖ Discipline problems handled by the teacher or principal.
- ❖ Respect as a busy adult making important contributions
- ❖ Recognition for all you do to help kids.

# Helpful Hints for the Classroom

- Be cheerful, friendly and relaxed. Don't worry about making mistakes.
- Start off by learning the classroom rules and procedures. If you are unsure of the right course of action, check with the teacher.
- Give your full attention to the children and the tasks at hand. Avoid using your classroom time to socialize with the teacher or other volunteers.
- Try not to gravitate to your child. Explain to your child ahead of time that you are coming in to help all students.
- Have fun. Laugh and talk with the students. Use a calm, friendly voice and use simple, pleasant words.
- Learn the children's names and try to use them as often as possible. Tell them your name.
- Encourage the children to try. Allow them time to experiment and find things out for themselves.
- Always remember that you are appreciated! Sometimes staff members get caught up in the task of the day and may forget to say. "Thanks!" The time you give to the school is invaluable.



# Potential Volunteer Activities

Individual teachers will have specific directions to go along with given tasks. Volunteers may be asked to participate in some of the following or similar activities:

- ✓ Materials Preparation- cut paper, copy papers, take down bulletin boards.
- ✓ Reading Practice- read with students one-on-one or in a small group.
- ✓ Writer's Workshop- assist the teacher with student conferences and guide them through the writing process.
- ✓ Individual review- work one-on one or in small groups to review skills already taught by the classroom teacher.
- ✓ Computer room assistance- monitor students during their computer time and offer assistance as needed.
- ✓ Sight word vocabulary program- monitor student's progress with sight words or other vocabulary words.
- ✓ Book Order- tally and prepare book club orders.
- ✓ Book-It- monitor student's progress on their goals for Pizza Hut Book-It program. This may also include filling out certificates earned by the students.
- ✓ Centers- monitor a specific activity with small groups.
- ✓ Secret Reader- sign up to be a surprise reader for a class.
- ✓ Junior Achievement- present 5 pre-designed economics lessons to a class.
- ✓ Chaperones- supervise students and assist the teacher on field trips.
- ✓ Party prep and clean-up- assist in organizing classroom parties.
- ✓ Special projects- assist teachers with special projects in the classroom.
- ✓ Media Center/Library Assistant- assist the librarian in gathering teacher and student requests. This may also include cataloguing and shelving books

# 82 Ways to Say Good Job!

- Good for you!
- Superb.
- You did that very well.
- You've got it made.
- Terrific!
- Couldn't have done it better myself.
- Marvelous!
- You're doing fine.
- You're really improving.
- You're on the right track now.
- Now you've figured it out.
- Outstanding!
- That's coming along nicely.
- I knew you could do it.
- Good work.
- You figured that out fast.
- I think you've got it now.
- I'm proud of the way you worked today.
- Tremendous!
- You certainly did it well today.
- Perfect!
- Nice going.
- You've got your brain in gear today.
- Now you've got the hang of it.
- WOW!
- Wonderful!
- You're getting better every day.
- You're learning fast.
- You make it look easy.
- Super!
- You did a lot of work today.
- Keep it up!
- You've got that down pat.
- Congratulations!
- Exactly right!
- Nice going.
- Excellent!

- Sensational!
- You're doing beautifully.
- You've just about mastered that!
- That's really nice.
- That's the best ever.
- That's great.
- Way to go!
- That's the way to do it!
- That's quite an improvement.
- Good thinking.
- You're really going to town.
- Keep up the good work.
- That's it!
- That's better.
- Fantastic!
- You out did yourself today!
- You're doing a good job.
- That's the right way to do it.
- That's better.
- Right on!
- Well, look at you go!
- That's the best you've ever done.
- That's RIGHT!
- You must have been practicing!
- Great!
- Keep working on it, you're getting better.
- You remembered!
- That kind of work makes me very happy.
- You're really working hard today.
- That's what I call a fine job!
- I knew you could do it!
- I'm very proud of you.
- One more time and you'll have it.
- Fine!
- That's good!
- Good job.
- You really make this fun.
- Nothing can stop you now.
- You are doing much better today.
- Keep on trying.
- You're really learning a lot.
- You've just about got it.
- I've never seen any one do it better.
- You are very good at that.

# General Information

## Bathrooms:

There are two adult-only bathrooms: one next to the Social Worker's office and the other in the cross hallway near the gym.



## Coats/Purses:

Don't bring anything of value to school. Coats, purses, umbrellas, etc. may be kept in the classroom where you are working.

## Parking:

The parking spaces in the front of Charlton Heights are for volunteers and visitors. Please feel free to park there.

## Siblings:

Please do not bring siblings to school when you volunteer or when you chaperone field trips. Exceptions may be made for classroom parties; check with you child's teacher.

## Smoking:

There is NO smoking anywhere in the building or on school grounds under state law.



# Charlton Heights Elementary School Volunteer Signature Sheet

Thank you for volunteering! You enrich and extend the teaching at Charlton Heights.

I, \_\_\_\_\_, (print name), agree that when talking with others, I will only discuss the activities the children and I engage in. I will respect their rights to privacy and not make evaluative comments about their abilities or skills. If I am concerned about a child's performance, I will not hesitate to talk to the teacher.

I have read and understand the guidelines and confidentiality policy for volunteers outlined in this handbook and agree to abide by them.

Please sign your name and return to your child's teacher.

\_\_\_\_\_ (your signature)

\_\_\_\_\_ (teacher's name)

The staff at Charlton Heights Elementary  
School would like to thank everyone  
who took time out of their busy day  
to help make this school a wonderful place  
for children to learn.

We make a living by what we do, but  
we make a life by what we give. --  
*Winston Churchill*

Developed by the Volunteer Handbook Committee

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