

Welcome Volunteers from the Estabrook PTO!

There are so many opportunities to volunteer in Estabrook's programs and activities. Thank you for your willingness to support an enriching educational program for our students while supporting teachers and staff.

As you enhance and support our school, it is important to help students be excited about learning. By modeling for students the kinds of behaviors and attitudes they need in order to succeed, you help them to develop into productive citizens of the school community.

The guidelines outlined in this brochure will help to set expectations for your volunteer experience so that it is positive and productive for everyone. Thank you so much for your support and be sure to have fun!

Welcome Volunteers from the Estabrook Administration!

Thank you for your interest in volunteering here at Estabrook School. Volunteering is a wonderful way to be part of your child's school experience, and we are excited to have you here. Your presence enhances all we do to teach and support our students. The information found in this brochure will help you make the most of your volunteer experience while also helping preserve the safety and confidentiality of all our students. I thank you for your commitment to our students and our school!

With appreciation,

Rick Rogers
Principal

Important Contact Information

Estabrook School

estabrook.lexingtonma.org
781.861.2520

Rick Rogers, *Principal*
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Christina Gavin, *Assistant Principal*
Email: cgavin@lexingtonma.org

Estabrook PTO
Email: info@estabrookPTO.org
Website: www.estabrookPTO.org

For an updated list of volunteer opportunities, go to
www.estabrookPTO.org.



Estabrook Elementary School Volunteer Guidelines

如果需要中文版本的志愿者指南，
请联系我们索取。

Safety

- When you enter the building to report for your volunteer job, please use the laptop on the front desk and enter your name and destination location. When you leave, please remember to sign out. It is helpful in case of emergency to know who is in the building at all times. Volunteers should also wear a visible yellow visitor badge.
- Please refrain from bringing food or drink into the building when you are volunteering. Many students have severe allergies and we all need to adhere to the life-threatening allergy and wellness policies for the safety of all students.
- If there is a fire drill during your volunteering time, follow the direction of the teachers, silently exiting the building in an orderly fashion. Only return to the building when directed by a teacher or administrator.
- All volunteers must have a CORI (Criminal Offender Record Information) check completed before they can come into the school to volunteer. Please inquire at the main office and be sure to bring a photo ID to complete the CORI form. CORIs can take up to two weeks to process, so please submit your form early. CORI checks are good for three years.

Confidentiality

- A good motto to remember is "What happens in the classroom, stays in the classroom." While you are in the classroom (or the library, art room, etc.) you may hear or see things that are confidential and not appropriate for public dissemination. For example, you may hear a student discussing an impending move out of town, which his or her parents have not shared yet. Another example could be your observations about academic performance. Only teachers may communicate to parents about student performance. Remember, when you are volunteering you are only seeing a small moment of the entire picture of a student's school experience. We, as volunteers, need to give the utmost respect to the privacy of all Estabrook students.
- While many of us enjoy sharing our experiences on social media sites such as Facebook and Instagram, please refrain from posting photos or movies of students from your volunteer experiences at school or on field trips on social media sites.
- If you do see something you find uncomfortable, let the teacher or administrator know.

Putting Your Parent Role Aside When Volunteering

- Make sure your child knows you are volunteering and let him or her know that you will be there to help all the children in the classroom. You will not be available to focus only on him or her.
- Let the classroom teacher take the lead on signals and techniques for controlling behavior in the classroom. Support the teacher and get direction from him or her so that the teacher's classroom goals are achieved.

Other Important Notes

- If at all possible, please turn off your cell phone and/or refrain from its use during your volunteering time. Cell phone ringing and conversations are disruptive to the learning environment. Focus on the children and be a good role model for the use of technology.
- While the parking lot is not accessible for families during arrival and dismissal, the lot is available to our volunteers during the school day. Parking is also available in the traffic circle between 8:45AM and 2:45PM (8:45–11:45AM on Thursdays). It is essential that cars be moved by 2:45PM (11:45AM on Thursdays).