

# KES VOLUNTEER HANDBOOK



## **Welcome to KES**

Welcome to a new school year. Volunteers are an important part of our educational team. Volunteers help everyone - most often the students. Thank you for your willingness to share your time, talents, and skills.

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## **KES Mission Statement**

Our mission is to provide all students with a safe and caring environment in which they can experience success academically and socially in partnership with parents and the community.

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## **Beliefs**

We believe:

1. Students will demonstrate proficiency in the academic areas as established in the Tennessee Standards.
2. Students will achieve the goals established in the Tennessee Standard for all content areas.
3. Students will demonstrate the ability to develop thinking and problem solving skills.
4. Students will demonstrate respect for others.
5. Students will be provided a safe environment.
6. Students, teachers, parents, and the community share the responsibility for the support of the school's mission.

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## **Vision**

**At Kingston Elementary, our vision is to prepare students to become independent, productive citizens.**

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Welcome to Kingston Elementary School. We appreciate the time and effort you will be making for our children. As you work with the students (directly or indirectly), you may be surprised at how important your contribution of time is to each child and class.

# 1. KES Floor Plan

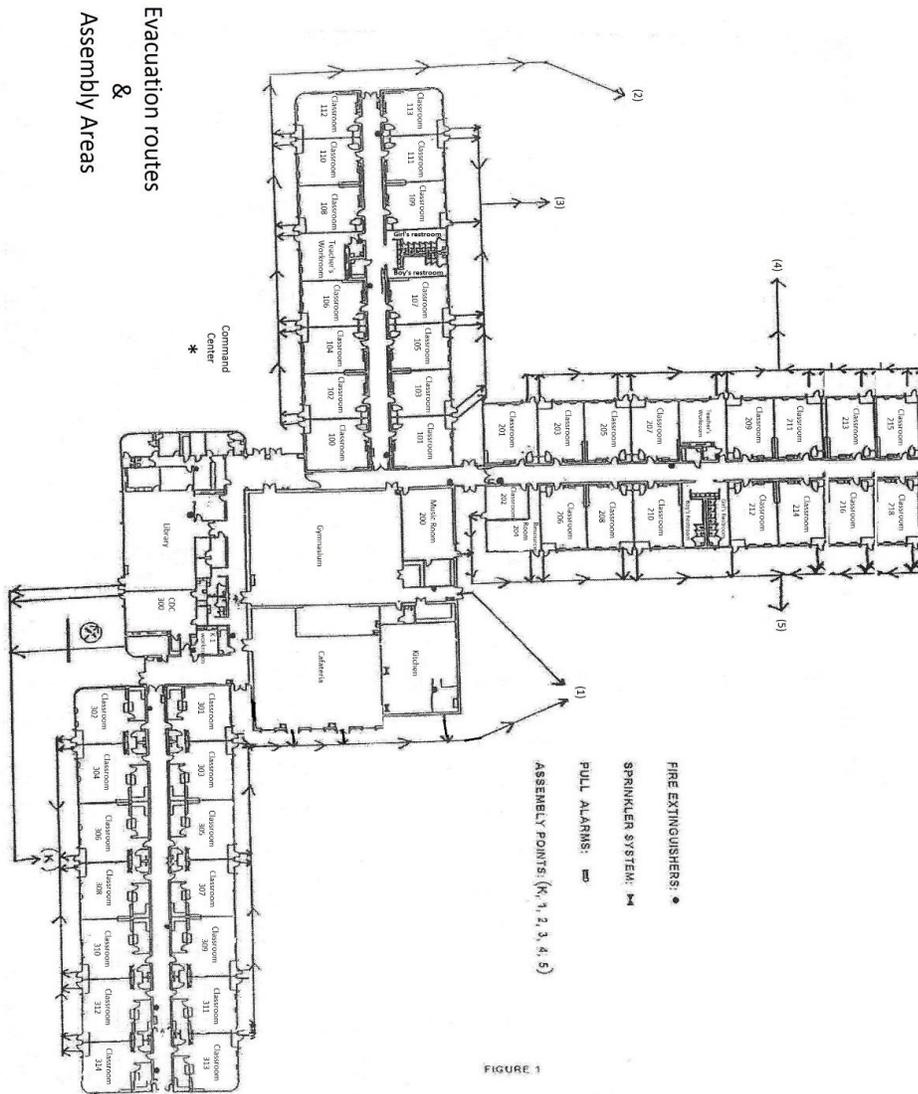


FIGURE 1

## 2. Introduction



### Who Is a School Volunteer?

A school volunteer may be a parent, grandparent, student, community member, and others who are willing to share time, experience, skills, and talents with our students.

School volunteers should have:

- ✓ a genuine interest in students,
- ✓ a commitment to your volunteer activity,
- ✓ a cooperative and positive attitude.

Not all volunteer opportunities require you to be at school during school hours or to volunteer every day or week. You may be able to commit to a weekly schedule, only occasionally, or once for a special project. You may work fulltime but you can still volunteer to make materials at home, PTO work days, and special events like Water Day. Talk with the teacher.

Many exciting, learning projects and activities have been planned for this year. Some require the help of volunteers. Many projects and activities allow for flexible volunteer time. Additional practice and review of skills are among the activities that benefit from regular volunteers. Please give of your valuable time and energy! You and the children will receive many benefits.

### How a School Volunteer Helps Everyone!

Volunteers are important. They help expand and enrich students' learning experiences. Volunteers work in all areas of our school – from classrooms to cafeteria, to office, to special events:

- Read to children or listen to them read.
- Help students learn words, fact families, multiplication tables.
- Assist younger students with recognizing letters, sounds, words, colors, numbers, shapes, etc.
- Supervise learning stations/centers, games, etc.
- Help with field day.
- Help with Special Events like water day, fall festival, Book Fair, etc.
- File/organize paperwork.
- Assist with PTO projects.
- Cover books.
- Prepare materials for class projects.



### 3. Confidentiality

Be careful what is said about students and incidents at school. Remember, student information is privileged and is not to be repeated. Student confidentiality is the law. You will be asked to sign a confidentiality statement.

### 4. Commitment



Once you commit your time, **be dependable.** Plans have been made that include your help in some way (preparing materials, clerical work, projects, tutoring, etc.).

If you are delayed or unable to make your volunteer time, **PLEASE call the office as soon as possible.** Give your name, the person for whom you volunteer, when you are expected, and the circumstances.

Your time and help are very important. But, if you find that you are unable to give the help you originally planned, talk with the teacher.

### 5. Concerns

If a school or class related situation occurs about which you have concerns, please discuss it with the teacher or supervising person. Your concerns will be addressed. Individual students may have special conditions that require a different manner of dealing with them.

### 6. Care of Your Children

Volunteers should not bring preschool children with them while they are volunteering. Volunteers should not take kindergarten students after their dismissal to the classroom where they are volunteering. Please make arrangements for the care of your younger children while you volunteer your services at school. Remember, your focus and responsibility are the students or tasks you are working with as a volunteer. This is difficult to do if you are distracted by caring for your younger children. Thank you for your cooperation in this.

### 7. Check in Procedures

Upon arriving at school, please sign in at the office and let the secretary know who you are volunteering for that day. Make sure you are wearing a volunteer badge.



## 8. Arrival Time

Please arrive at the time that has been agreed upon. Sign in at the office. If you are unexpectedly delayed, PLEASE call the office (376-5252) as soon as possible. Give the following information: your name, who you volunteer for, and that you will be delayed or unable to be there.

## 9. Dress

Please appropriately for the classroom. Although there is no written school board policy regarding the dress of faculty and staff, the Board encourages all employees to dress professionally and appropriately. In addition, employees are responsible for the same dress policy. If you are not sure how you should dress, please ask the teacher.

## 10. Fire & Other Emergency Disaster Procedures

*Fire Emergency:* Exit the building in an orderly manner by the outside exit door of the room you are in. Proceed to the designated Assembly Area (This should be posted in a visible place in the classroom. Follow the teacher's directions.) Teachers are responsible for accounting for all students, staff, and visitors in their classroom at the time of the evacuation. **EVERYONE MUST EVACUATE THE BUILDING.**

*Earthquake Emergency:* Everyone is to take shelter under tables, desks, or doorways until the earthquake motion subsides. After the motion subsides, evacuate the building. Proceed to the designated Assembly Area. If you are outside when the earthquake motion begins, stay outside. Move to an open space away from buildings and other structures.

*Severe Weather Emergency:* Remain in the building. Proceed to the designated shelter area in the building. Stay away from windows and glass doors. The building will be evacuated in the event of building damage. If evacuation is necessary, exit the building in an orderly manner. Proceed to the designated Assembly Area.

### *Security Emergency:*

1. Report any suspicious activities to the Secretary.
2. When a security alert is given, ensure all students for whom you are responsible are located in a secured (locked) room.
3. Keep all individuals away from the "line of sight: from hallways and the exterior of the building."

Check with the teacher or person you are volunteering for additional information.

## 11. Student with Weapons Procedure

1. Remain calm.
2. If possible, notify the teacher or person you are working for immediately and quietly.
3. The teacher will follow the following procedure:
  - a.) Secure the area.  
Ensure that students are separated from the weapon and all other items which may contain weapons such as bags, backpacks, coats, and other containers.
  - b.) Move students quietly and calmly out of the room and have the suspected or known owner of the weapon identified. (Identify students who are dependable and instruct them to clearly communicate the problem to another teacher or responsible adult.)
  - c.) Notify the principal by sending a messenger or calling the office (dial "0"). Do not leave sight or control of the weapon.

## 12. School Emergency Exit Doors

All school exit doors are to remain locked and closed during the school day. The bus entry doors will be unlocked at 7:45 am for bus students to enter and locked again at 8:25 am. All emergency classroom doors and hall doors are to remain closed and locked during the school day. This is for the safety of students and personnel. **ALL visitors are to enter the school by the front office doors.** Open doors should be closed. Unlocked doors are to be reported immediately to the office. **Do not open any locked school exit doors for visitors.**

## 13. Discipline

Become familiar with the school and classroom rules and procedures for handling disruptive behavior. Check with the teacher or person you for whom volunteer concerning specific expectations.

## 14. Student Medication

All medication is kept in the clinic. It is the student and teacher's responsibility to ensure the student reports to the clinic when it is time for medication. Teachers are responsible for medication when the nurse is not on campus.

## 15. Volunteer Checklist & Reminders

The following hints and reminders will help you be the most effective volunteer possible. Please read them.



1. Know the general school rules and policies. These are found in the KES Parent / Student Handbook.
2. Once you commit your time, please be dependable.
3. Call if you cannot make it due to unexpected situations (illness).
4. Be on time.
5. Check in and out at the office.
6. Pick up your volunteer badge at the office as you sign in and return it as you leave.
7. Do not bring younger children with you.
8. CONFIDENTIALITY: Be careful what is said about students, staff, and incidents at school. Remember student information is privileged and is not to be repeated.
9. If a school or class related situation occurs about which you have concerns, please discuss it with the teacher. Your concerns will be addressed.

*Thank you for sharing your precious time, talents, skills, and experiences as a KES Volunteer. With the continued support of our parents and community, we can continue to provide high quality educational learning experience for our students.*

