

Fulton Elementary



Volunteer Handbook

Volunteer Handbook
Fulton Elementary School
4750 S. Sunland Drive
Chandler, AZ 85248

Dear Volunteer:

Thank you for your interest and willingness to donate your valuable time to our Fulton school community. While working with staff and students, your time contributes to the learning atmosphere of our fantastic school. Whatever skill or talent you have can be utilized, at some point, in continuing to build a positive school culture.

Fulton Elementary has two types of volunteer opportunities available to you. The first volunteer opportunity is to serve as a classroom volunteer. To be a classroom volunteer, you need to complete and return the attached volunteer information form to the office. The second volunteer opportunity is available through our PTO (Parent Teacher Organization). Some of the varied PTO volunteer opportunities may include book fair, fundraising events, special events, and teacher appreciation.

In order to make your volunteer experience at Fulton a pleasant one, we have created this volunteer handbook for you. Please take the time to read through the information we have provided. If you have any questions, call our front office at 480-224-3300.

Responsibilities of Volunteers

- Dependability
- Professionalism
- Confidentiality
- Following directions and asking questions

Responsibilities of Teachers for Volunteers

- Provide meaningful tasks
- Plan and maximize the volunteer's time
- Get to know the volunteer
- Orient the volunteer to the classroom procedures
- Give recognition and show appreciation

Confidentiality

As a volunteer, confidentiality is very important to establish and maintain student relationships. It is important that volunteers are aware of the rights of students and their privacy. Furthermore, we ask that respect be given to the confidential nature of any information concerning students. A volunteer, however, may consult and collaborate with teachers and administrative staff for purposes of more effectively helping a student. When sharing information about a student with other professionals, the information should serve the students best interest. We ask that you will divulge a students name only when it is necessary. Thank you for your support in this sensitive manner.

Student Rules and Responsibilities

Student Rules

1. Respect other's feeling and possessions.
2. Students will take care of school property, buildings, and equipment.
3. Follow all classroom, playground, cafeteria, assembly, and bus rules.
4. Students will walk, not run, on sidewalks and walkways.
5. No fighting or wrestling. "REAL" or "PLAY."
6. Throwing harmful objects will not be allowed.
7. No bike riding, roller lades, skateboards, scooter, or go-peds are allowed on campus. Grades 2-6 may ride bikes to school.
8. Gum chewing will not be allowed.
9. Electronic equipment, toys, and games will be allowed only in classroom and with teacher's permission.
10. Hats will be worn outside only.

Cafeteria Rules

1. Walk quietly through the food line.
2. Sit with your grade level and eat your lunch.
3. When you are finished eating stay seated and talk quietly with a neighbor.
4. Pick up all trash and lace all trash in containers.
5. Use restrooms and walk quietly to the playground.
6. **Red** beverages are **not** permitted inside the building.

Playground Rules and Responsibilities

1. Playground equipment will be used safely and appropriately.
2. No toys from home will be allowed on the playground.
3. Play games and sports by P.E. rules.
4. P.E. equipment set up on the playground is for P.E. classes only. Listen and follow directions from adults on duty.

Assembly Rules

1. Sit with your class in the assigned area and remain seated until you class is dismissed.
2. Sit quietly and be attentive to the performance or presentation.

DRESS CODE

As a volunteer, we would like to ask that you follow the same dress code as our staff and students. Like our students, volunteers are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is contrary to good hygiene or which is distracting or disruptive in appearance is detrimental to the purpose or conduct of the school and will not be permitted. This dress code is in compliance with CUSD district policy.

1. Clothing or hairstyles that are detrimental to one's health and safety or the health and safety of others are not permitted.
2. Clothing shall be clean and appropriate for school wear.
3. Fishnet, see-through athletic jerseys, short shorts, bare midriffs, halter tops, tube-tops, spaghetti straps, strapless and low-cut tops are not appropriate school dress. Tank tops should have well fitted armholes and not gap or hang loosely. Straps should be **2 inches** wide. No undergarments should be visible.
4. Sunglasses and hats should be removed while inside the building.
5. Shorts and pants should fit securely around your waist. No "sagging" is allowed. Discretion must be used to eliminate the visibility of undergarments and/or inappropriately exposed skin.
6. Monogrammed shirts that advertise illegal substances for minors or have inappropriate language printed on them are not allowed.
7. We ask that volunteers dress in a manner that is not distracting and promotes an environment that is conducive to learning.

WORKROOM

Copier

- The front copier, located by the workroom door is for **twenty-five copies or less** only.
- The two Riso copiers are for **twenty-six or more copies**. Please do not try to fix or change anything on the Riso. Ask Dawn Peep, in the front office, if you need assistance.
- While you are using the copier, teachers may need to make copies during this time. Due to teacher's limited preparation time, we ask that you please allow teachers to step-in to make copies.
- Please check with the teacher you are volunteering for to get the necessary paper for your copies.

Die-Cut

- There are both letter and shape die cuts available for you. You may also use the construction paper as needed.
- On occasion, the die cuts may not cut thoroughly or you may have questions on the operation. Please speak with Dawn Peep if this is the case.

Binding Machine

- The binding machine is available for your use. The front office can locate it for you in the storage room as needed. Please be sure to use the proper size comb when using the machine. If you have any questions, please ask Dawn Peep.

***Please do not remove workroom equipment unless checking them out with the front office first.**

Volunteer Agreement

Please sign and return.

Name: _____

Date: _____

Signature: _____

Classroom Teacher Names: _____

Please indicate if your child (ren) has a different last name: _____

I have read the Volunteer Handbook, and I agree to follow it as a volunteer at Fulton Elementary School.