

Welcome Volunteers



Lincoln Elementary School
Parent Volunteer Training
2012-2013

What are Some Ways to Volunteer at Lincoln?

- Book Fair
 - Vision/Hearing testing
 - Mentor
 - Careers
 - Skills
 - Culture
 - STEM
 - Field Trips
 - Field Day
 - Newspaper
 - Enrichment Clubs- chess, yearbook, track, dance team, chorus, gardening, Lego Engineering, Mathletes, Math Counts, Stock Market Game
- Cafeteria
 - Lincoln Literary Learners
 - Family Involvement Nights
 - Reader
 - School Improvement Team
 - Family Involvement Committee
 - Small Groups
 - News Crew
 - Virtual Tour
 - At Home

Lincoln is a PBIS School

We teach all students to follow the 4 B's

- ❖ Be Respectful
- ❖ Be Responsible
- ❖ Be Safe
- ❖ Be Successful



Discipline



- Discipline of all students is to be done by the classroom teacher.
- If you are working with a child or a small group and difficulty arises, let the teacher know immediately.
- Remember it is the behavior of the student we disapprove of, not the student.

Important Security Information





Confidentiality



What you see and hear at school stays here.

**Contact the teacher or an administrator with
any concern that you may have.**

**Please complete the Confidentiality Agreement
and return it to Mrs. Droddy.**

Reporting Suspected Child Abuse or Neglect

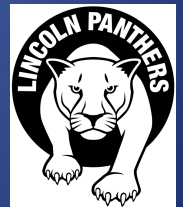
Address your concerns with the teacher and/or school administrator.



Respecting Instructional Time

When you come in to volunteer, this is not the time to have a meeting with the teacher to discuss your child's progress.

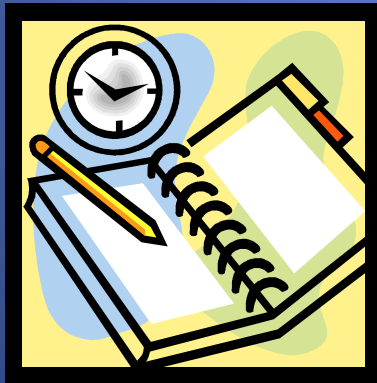
If you need to meet with the teacher, please set up a different time that is convenient for both of you.



Please respect the teacher's planning time.

Logging Volunteer Hours

Please be sure to keep track of your hours and log them into the binder in the front office.

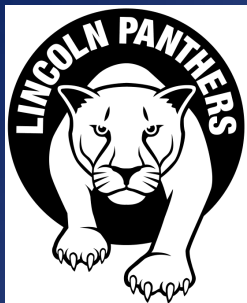


Attendance

Teachers rely on you to be a key player in the instructional program.

Please call or email Mrs. Drodty so she can notify the teacher if you are unable to volunteer on your scheduled day.





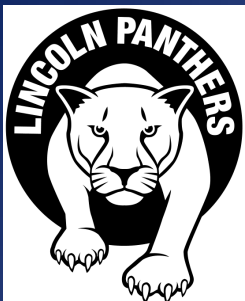
Sign In



All visitors and volunteers must sign in and wear an identification badge/sticker.

Safety is our number one priority!!





Fire Drills

Everyone must leave the building immediately and exit with the nearest class. We cannot re-enter until administration gives the “all clear.”





Lockdown



In the event of a lockdown, everyone must remain within the building until clearance has been given to leave.

We are responsible for every individual within the school during a lockdown and safety during this time is crucial.

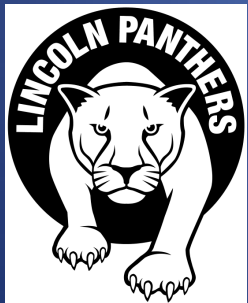


Universal Precautions

In the event of a student injury...

Contact the nearest teacher.

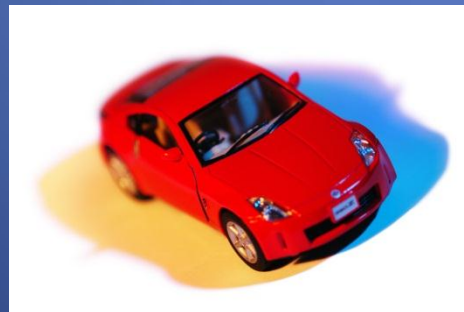
Contact the office or health room.



Personal Belongings

Please lock your personal belongings in your car.

Coats may be kept in the classroom...please check with the teacher for the best place to hang it.



Personal Health Concerns

Each volunteer must fill out an emergency contact form.

All information will be held in confidence.





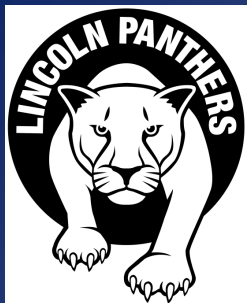
Phone Calls



School phones are generally not used unless there is an emergency.

Cell phones should be on vibrate during regular school hours.

Please check with the office staff, they can assist you with getting an outside line.



Work Room



The Family Involvement room in the media center is always available for your use.

There are work spaces in each team's planning room. Teachers may ask you to work in there.



Obrigado!



Thank you so much for your willingness to volunteer your time here at Lincoln. We appreciate everything you do and hope to see you often.

