



Copper Trails School

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# What is the difference between a volunteer and visitor?

- A **Volunteer** is someone working directly with students or completing a specific task assigned by the school.
  - i.e. field trips, running copies, bulletin boards, etc.
- A **Visitor** is someone who is visiting the campus for a specific reason.
  - i.e. Assemblies, class parties, meetings, lunch, etc.



# General Information

- **Must be a parent or legal guardian of a Copper Trails' student.**
- **Must be 21 years** or older.
  - The only exception is if the parent or legal guardian is younger than 21.
- **Younger siblings are not allowed** with a volunteer on campus or on field trips.
- **Tobacco free campus**, leave it at home or in the car.
- **Dress Attire** – Please remember to wear clothing that is neat and conservative. You are a role model for all children while on campus.
- **Restrooms** - Please only use staff restrooms. Ask any staff member for the staff restroom locations.



## **Sign in and out Procedures**

- **Sign in and out** at the front office in the Volunteer or Visitor Book.
- Take a **volunteer or visitor badge/ sticker**.

**The log helps us track the number of volunteer hours accumulated each year. It also ensures we can account for every person in the building in the event of a drill or lock down.**



## Cell Phones

- Turn them on silence in the school.
- Sometimes ringtones are not school appropriate.
- **Remember**...Do not take personal calls on a field trip. Your attention needs to be on your group.
- **Do Not use phones to take pictures or videos of students without the teacher's permission.**



## Signing Out Students

- If you leave and want to check your child out from school you need to **follow the required procedures.**
  - Go to the office.
  - Show ID.
  - Sign your child out.
  - The office will call your child to the office.



**Student safety and an environment conducive to learning is our number one priority. We appreciate your willingness to volunteer your time at Copper Trails School and ask that you adhere to the following expectations.**



# Confidentiality

**Do NOT** share information with friends or neighbors. You are under confidentiality laws. Please tell the teacher if you have any concerns.





## Confidentiality Continued

**If a student tells you something that concerns you.**

- Tell the teacher, nurse, or principal
- Do not ask more questions.
- Change the subject.
- **Tell the teacher, nurse, or principal.**
- Do not share what you heard with non-school personnel.



## Disciplining Students

- Students should be courteous and respectful at all times.
- **The teacher is in charge of disciplining students.**
- Redirect them when needed.
  - **If they do not cooperate send them back to the teacher.**



## Working with Students and Grades

### **In the Classroom**

- Do not grade anything that is going in the grade book. Smiley faces and stars are okay.
- If you are working with a group and a student struggles or is excelling let the teacher know. This is helpful information.



## Working with Students and Grades

### On field trips

- Only parents and legal guardians can chaperone field trips.
- You cannot take siblings or other children for liability reasons.
- There is no smoking on field trips. Please leave your tobacco in your car.
- Ask a teacher before you take videos or pictures of your group.
  - Some students are not allowed to get their picture taken.
- We strongly recommend that pictures are not posted on social media sites i.e. Facebook, Instagram, Twitter, etc.
- If a student is not allowed to have their picture taken think of a creative way to get around it.
  - Avoid making students feel excluded.



## Working with Students and Grades Throughout the School

- You should never be in charge of a whole class.
- You can lead an activity but a teacher needs to be present.
- You are allowed to take students to the computer lab, court yard, cafeteria, gym or outside. You can't leave the school grounds with students.



## Working with Students and Grades

### On field trips continued

- We need to keep the adult/student ratio that is required by law.
- You cannot give your group of students to another parent.
- This is a huge liability issue!
- Teachers usually do not have a group so they may address any emergency that arise.
- Please keep the phone number given by your teacher for an emergency readily available while on the field trip.



## Working with Students and Grades

### On field trips continued

- Please remember field trips are for educational purposes, not for shopping.
- **You should not be in the snack shop, gift shop, or on the rides at the site, unless they were pre- approved as part of the field trip experience.**
  - We do not want you to be responsible for theft, or damage in a gift shop.
- **Do not leave the field trip site. Students only have permission to be at the designated site and** (Not across the street at Mc Donald's.)



## Working with Students and Grades

### On field trips continued

- Make sure that you look at the names on the lunch sacks to ensure students are getting their own lunch. They are not to share food.
  - **Students may have food allergies**, so please do not buy any food items for them.
- When taking students to the restrooms stay together.
  - Monitor boys and girls as they go in and out.
  - If the restrooms are far apart, take one group and have the other wait. Then take the other group.





# Drills and Emergencies

## Fire Drills

- Please be follow the directions of the nearest staff member.
- Fire drill – the purpose is to evacuate the building safely and quickly.
- Take your group outside following the procedures of the staff member you are with.
- Do not re-enter the building until the all clear is given.



# Drills and Emergencies

## Lockdown Drills

- **Lock down in the class that you are volunteering in, or with the nearest classroom if you are separated from your homeroom teacher.**
- If you are separated don't try to go back to the class you are from.
  - Please notify the nearest staff member
  - Provide your teacher's name, and what students you have.
  - The staff member will instruct you on what to do next.
- You cannot take your child and leave.
- Stay at the school until the drill is over.
  - You are signed in, and we have to account for everyone on campus.
- Please be patient! We need to secure the building and determine the best way to release students.



## Volunteer Paperwork and Guidelines

- Please fill out the Volunteer Information Sheet before volunteering at the school.
  - This includes attending field trips.
- If you violate any of the volunteer guidelines you may be asked to no longer visit or volunteer on our campus or on field trips.
- Don't forget to show your I.D. and sign in before volunteering!
- **Thank you for helping us continue to provide a safe environment for all of our students!**



## **Don't forget the most important thing!**

- Have fun and enjoy your time with your child and their classmates!
- Contact the schools PTSA for additional volunteer opportunities.
- Volunteers make a difference and we appreciate your time and patience.



## Don't Forget The Paperwork!

Thank you for taking the time to read the training material.

In order to be allowed to volunteer at Copper Trails School you **MUST** complete the [volunteer application](#) and sign the [volunteer agreement](#). Once completed you will have permission to volunteer in any of our schools.

