

BURGESS ELEMENTARY SCHOOL COMMUNITY VOLUNTEER GUIDE 2011-2012



BURGESS ELEMENTARY SCHOOL PARENT INVOLVEMENT OPPORTUNITIES

Our school community is a much better, more fulfilling place for children and teachers with your involvement. You not only enrich the school experience for us but **without your involvement** - we truly are not a *community*. Community is, without question, the glue that holds an effective school together.

Please consider volunteering for the *school community* and for all our children and not just for the opportunities that directly connect to your child. You are a role model for all of our community's children.

CURRENT OPPORTUNITIES AVAILABLE FOR SUPPORT TO STUDENTS AND TEACHERS

CLASSROOM/SMALL GROUP – Teacher Discretionary

Teachers *may* request volunteers to work with small groups in or out of the classroom. Please complete this section on the form and let us know if you are willing to help with any class or only your child's class.

- **Reading Assistance** – A reading assistant may be asked to read to children, listen to children read, help focus groups during reading, or some other activity involving reading. Teacher direction is provided.
- **Project Assistance** – You may be asked to work on a specific project with a group (i.e. research, make a game or book, help with an art project, a class newsletter). These activities may include writing, typing, and/or printing.
- **Writing Assistance** – A writing assistant working in the classroom may be asked to edit a story, conference with a writer, or help a student write a sentence or story and be able to read that sentence or story aloud. Teacher direction is provided.
- **Math Assistance** – A math assistant may be asked to work on math activities with small groups of children. Teacher direction is provided.

REGULAR SUPPORT OPPORTUNITIES

- **Kindergarten/Preschool Volunteers** – Assistance in the kindergarten/preschool working with students at learning centers. Teacher direction is provided.
- **Room Parents** – Contact other parents to supply party goods or refreshments and for certain fundraising efforts.
- **Writing and Publishing Centers** – Listen to children read their stories, type stories using computers, and bind and laminate these books. Training will be provided.
- **Library Assistance** – Assist classes weekly in selecting and signing out books and then shelving books. Times will be established by the classroom teacher/media center staff.
- **Computer Assistance** – Assist students on computer on a scheduled basis. Times will be established by the classroom teachers. Training will be provided.
- **Classroom Clerical Support** – Research projects, photocopy, and word processing.
- **Main Office Assistance**-one or two parents willing to step in to assist in the Main Office as needed. Training will be provided.
- **Recycle Program**-When the Recycle Program begins, assistance will be needed.

PREPARATION OF MATERIALS

Preparation of materials for classroom events or activities can be very time consuming. Help is needed in many areas. Some of these areas include copying, laminating, collating/stapling, letter cutouts, decorations, typing, and bookbinding. You will receive training in the preparation of materials – all you need is enthusiasm. **Some of these projects may be brought home to prepare or can be done outside of regular school hours at the school.**

BULLETIN BOARDS

Bulletin boards are updated approximately once a month. Your help is needed to take down old displays and replace them with new displays. This could include the lobby and student artwork. *(May be done outside of regular school hours or be prepared at home).*

Please remember that not all opportunities are available in every classroom. In some cases, several adults and specialists work in a classroom throughout the week. **In other cases, it's the professional judgment of the teacher, at this point in time, not to introduce another adult into the classroom setting.**

Please consider the various opportunities for involvement. **Complete the Volunteer Form as thoroughly as possible and return it to your child's teacher. The details are important.** This information will be placed in a database. If you have any questions, please contact the principal's office. Please complete a separate **Volunteer Form** for each child.

AS A VOLUNTEER, YOU NEED TO:

- Complete and return the Volunteer Form.
- Complete a CORI (Criminal Record) form. **(Once completed, this is good for three years)**
- View and sign-off on District Civil Rights Powerpoint located on the Tantasqua website.
- Maintain strict confidentiality of information acquired while visiting Burgess.
- Your visit to Burgess must be expected by the classroom teacher.
- Sign in and out and wear your identification badge at all times.

We look forward to your participation in the education of the children of Sturbridge.

BURGESS ELEMENTARY SCHOOL VOLUNTEER FORM

(Please complete one form for each child)

YOUR NAME: _____

TELEPHONE: _____

CHILD'S NAME _____

GRADE _____

TEACHER _____

PLEASE MAKE SURE YOU COMPLETE NUMBERS 1-3 AND CHECK-OFF THE TWO QUESTIONS BELOW.

1. Please check off the areas in which you are interested in volunteering.

Classroom/Small Group

Regular Support Opportunities

Reading Assistance

Kindergarten/Preschool

Project Assistance

Classroom Clerical Support

Writing Assistance

Room Parents

Math Assistance

Writing/Publishing Center

Library Assistance

Research Center

Computer Assistance

Main Office Assistance

Areas of interest not mentioned above _____

2. Days/Times Available _____

3. I am willing to work in a classroom/grade other than my child's. YES NO
I am willing to do work at home. YES NO

4. SPECIAL EVENTS – Throughout the year, volunteers are needed at special events. Some of these include Book Fairs, Field Day, Jog-A-Thon, PTO events. Notices will be sent requesting assistance at these types of activities.

Yes, I agree to all requirements as outlined in this Community Volunteer Guide.

Yes, I have read and understand the District Civil Rights Powerpoint.

Parent Signature

**PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER
AT YOUR EARLIEST CONVENIENCE.**