

## Visitors at Duanesburg Elementary School VISITOR GUIDELINES from STUDENT HANDBOOK

**All visitors *MUST* enter** the building at the **main lobby entrance**, and **report** directly to the **main office** to **sign-in**.

1. Please use the **designated visitor parking**. Please **do not** park next to the sidewalk in front of the school or in the driveway by the kitchen/gym doors, as this places us out of compliance with fire safety regulations.
2. Please use the front door to enter the school. Please **do not** use side doors as this is against our school safety procedures.
3. **All visitors *must* stop** in the main office, **sign-in on the “VISITORS” clipboard** your name and intended location in the building and time in and time out when you actually leave the building, and obtain a “**Visitor Pass**” that ***must* be worn at all times in the building**. Anyone without a “Visitor’s Pass” will be redirected to the main office to get one.
4. Visitors, who are in the building to pickup a child prior to normal dismissal at 2:35 p.m., ***must* report** to the office to pick up or complete a bus slip, which will serve as your identification in the building. Therefore, no visitor pass is required.
5. Please be prepared to show staff in the main office photo ID if asked.
6. Put pagers and cell phones on vibration or no ringer mode when entering the school building to eliminate inadvertent distractions from student learning. If a visitor needs to use the cell phone, please use away from instructional areas and students.
7. If you have small children, please supervise them at all times. Remind them to walk in the halls, as there is no running, and please assist them to be quiet near classrooms.
8. All students, staff and visitors need to be mindful of being quiet and using appropriate language in hallways, so as not to disrupt children from learning in classrooms.
9. At the conclusion of your stay at Duanesburg Elementary School, please sign out at the main office.
10. **No smoking** is permitted anywhere on the school grounds.

## Volunteers at Duanesburg Elementary School

1. Because volunteers are visitors, the above visitor rules apply to volunteers as well.
2. Volunteers ***must*** complete a Volunteer Guideline Form. (See the next 2 pages).
3. A signed and dated Volunteer Guideline Form needs to be on file in the main office.
4. Volunteer Guideline Forms are available in the office or on our website:

[www.duanesburg.org](http://www.duanesburg.org)

**Thank you for following our visitor guidelines!**

Duanesburg Elementary School  
Volunteer Guidelines During School Hours  
Developed by Site-Based Management Team 2007-08



2007-08 Development Team Members: Dr. O'Brien, Principal, Maureen Chico, Rachel Woodrow, Jessie Westfall, Shari Lombardoni, Tina Gamache, and Lisa Isabella.

**Thank you for volunteering** to work in your child's classroom. We depend upon you, our volunteers, to help make Duanesburg Elementary School a special, supportive place to learn and grow. There are several issues that we would like to make clear to ensure a positive relationship between you and the school community, for the good of our students.

**Sign In at the Office and Wear Visitor Pass**

Volunteers must check in at the office and wear a visitor pass each time they work at Duanesburg Elementary School. Besides the obvious need to know who is in our school, we often receive calls for our parents. Knowing where they are is vital, especially in emergencies. Please sign in and out on the visitor clipboard in the school office.

**Confidentiality**

We insist that you maintain confidentiality outside of class. If parents ask you about a student's performance or behaviors, please refer them to the teacher. It is inappropriate to discuss situations observed while acting as a volunteer. We also require that if you have a question about a specific child, you ask the teacher in confidence and privacy, not in the presence of students or parents.

**Names and Labels**

Every child brings to school his or her own specific skills and abilities. Each child grows and learns at his/her own pace. We also have students with special needs (i.e. allergies, plans, medical conditions, social-emotional and academic needs). To us, they all come just the way they are supposed to be. We are here to help them grow as fast as they can. Please do not make value judgments or label the abilities or skills of any child. Please understand specific plans and strategies are implemented to meet individual student needs. Please be careful not to compare your child to another in the class as they are all unique.

**Questions and Issues**

We don't expect you to agree with everything a teacher does in class, yet it is each teacher's job to make decisions in the best interest of the whole class. If you have a problem, issue or disagreement with a teacher, please bring it to the teacher's attention privately at an appropriate time. Discussing issues in the middle of class, or with other staff members or parents is not appropriate at any time. Clear, open and direct communication is vital at Duanesburg Elementary School.

**Discipline**

The school, and each classroom, has an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning inappropriate student behavior, we encourage parents to check with the teacher for the appropriate action and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help. Whenever possible, we try to work toward positive discipline.

**Accept and Value Diversity**

Each of our parents comes from a slightly different background and culture. They all have their own ideas and experiences about raising children. We ask that you accept all children and respect their beliefs and requests. The diversity of people, values, cultures, and beliefs is what makes such a rich experience for all of us.

**Helping the Teacher and Class: Your Primary Responsibility**

Parent volunteers work under the direction of the classroom teacher, who defines the volunteer's duties and expectations. Your primary responsibility in the classroom is helping the class as a whole. By supporting the class, you will be building your own child's self-esteem. Please try to keep your role as volunteer and parent separate in the classroom. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. Please do not try to solve problems for your own child while in class; that takes power away from your child. We are striving to help our students become more independent and self-sufficient.

**Keeping Commitments**

It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow through in a timely manner. The teacher will be planning for you to be there. Whenever possible, please call the day before (or at least send a note the morning of your commitment) if you are not going to be able to be in the classroom at the scheduled time. The teacher is counting on you and needs adequate time to adjust the class plans.

**Support the classroom teacher to maximize instructional time**

When you are volunteering in a classroom where several parent volunteers are present, please eliminate side conversations. Also, please use appropriate language and bring your positive attitude to all your interactions as you are a role model to DES students. This will assist students in staying focused on the classroom lesson or activity. Also, to avoid any unnecessary classroom interruptions, if you carry a cell phone, please turn off the ring tone and hold any phone conversations outside of the school building.

**Dress Code**

We ask that proper attention be given to personal cleanliness and to appropriate dress. Teachers and all other district personnel and volunteers should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting. Dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the education process. Recognize that many garments are not appropriate. Specifically, you are not allowed to wear tube, strapless or net tops, clothes that expose cleavage, see-through garments, excessively short garments, or any garment that does not cover underwear. Males must wear shirts at all times while volunteering at school. The hem of shirts should meet the waistband of pants or skirts.
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Not include the wearing of hats, hoods, sunglasses, visors, sweatbands, bandanas, etc. in the school building except for a medical or religious purpose, during the school day.
4. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
5. Not promote, advertise, and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Volunteers who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any volunteer who refuses to do so shall be asked to leave the building. Any volunteer who repeatedly fails to comply with the dress code shall be asked to not volunteer.

Please sign and date below and return the bottom portion to the main office. **Keep this brochure for your future use.** Thank you for joining us in the educational partnership!

The Duanesburg Elementary School Staff



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**DUANESBURG ELEMENTARY VOLUNTEER GUIDELINES DURING SCHOOL HOURS**

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Duanesburg Elementary School.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_