

PS 24

The Spuyten Duyvil School  
VOLUNTEER PROGRAM

# **WELCOME TO PS 24 THE SPUYTEN DUYVIL SCHOOL VOLUNTEER PROGRAM**

THANK YOU for offering your time, skills and talents to the students at PS 24. You are an important resource for our students and staff, and a vital link in the educational chain. We are excited to have the opportunity to work with you.

This handbook has been prepared to help you become familiar with our school and our volunteer program. It is our hope that it will help to ensure that your experience as a volunteer is a good one.

If at any time you have questions or comments please contact:  
Principal Mr. Schwartz at [sschwartz@schools.nyc.gov](mailto:sschwartz@schools.nyc.gov)

Assistant Principal Ms. Amster at [namster@school.nyc.gov](mailto:namster@school.nyc.gov)

Parent Coordinator Florence Byrne at [FByrne@schools.nyc.gov](mailto:FByrne@schools.nyc.gov)

We look forward to a mutually rewarding and beneficial relationship.

Together we multiply the possibilities for our children!

# Table of Contents

<b>VOLUNTEER GUIDELINES .....</b>	<b>4</b>
<b>LUNCH/RECESS RESPONSIBILITIES .....</b>	<b>5</b>
<b>COURTESY NOTES:.....</b>	<b>6</b>
<b>OTHER WAYS TO VOLUNTEER:.....</b>	<b>6</b>
<b>ACKNOWLEDGEMENT &amp; CONFIDENTIALITY FORM .....</b>	<b>7</b>

# VOLUNTEER GUIDELINES

- Before you join your activity, please be sure to go to the front desk and sign in so that the staff will know where you are in the building, and take a nametag so everyone else knows you are checked in. Please make sure your nametag is visible to all. Please make sure that you sign out and hand your nametag to the security guard before leaving.
- Please respect that classes may be in session and should not be interrupted without prior notice from administration.
- Volunteers are scheduled by days per month (e.g. 4 Monday's per month) a minimum of 6 volunteers are needed each day, to provide adequate supervision to our children in the lunchroom. We would like 14 per day.
- For security reasons, only parents or legal guardians may apply to volunteer for lunch/recess duty.
- If you are unable to make it to your assigned lunch/recess day, it is your responsibility to notify the administration.
- ADMINISTRATION: Administration has the final authority over what happens in the school with the Volunteer Program. They are involved in setting guidelines for volunteers working in their school; developing a positive working relationship with volunteers; and encouraging staff members to utilize volunteer help by providing staff in-service opportunities on how to use volunteers.
- Please refrain from behaviors that will distract from supervising the children at play, such as cell phone usage, photography or chatting with other volunteers.
- Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.
- Parent volunteers may not bring other children/babies along while on duty.
- Parents are responsible for all paperwork / reporting of incidents / infractions of the Chancellors Discipline Code of Conduct

# **LUNCH/RECESS RESPONSIBILITIES**

## **Responsibilities of Recess**

While on the recess yard, parent volunteers are responsible for addressing any unsafe play, including preventing games that involve tackling, pulling on clothing, using playground equipment incorrectly or dangerously; e.g. climbing up fences, or picking up and throwing any object that is not intended for play (i.e. rocks, sticks, etc.). If unsafe behavior is observed, parent volunteers should step-in immediately and/or notify a school staff member. If it is deemed necessary, a staff member, not a parent, may discipline children appropriately (e.g. time-out).

As a lunch/recess volunteer, your responsibility is to support the supervision and safety of all students in the school, not socializing with other parent volunteers.

***\*\*You will NOT be allowed to volunteer in your own children's grades lunch. \*\****

## **General Lunch/Recess Guidelines**

### **Inappropriate Behavior**

Inappropriate behavior observed by parent volunteer is to be reported to the teacher on recess/lunch duty immediately. Inappropriate behavior is defined as follows:

- Aggressive behavior-unwanted or hurtful physical contact with another student(s) (such as hitting, pushing, pulling clothing, shoving, tackling, wrestling, etc.)
- Unwanted or hurtful use of language (such as name-calling, verbal threats, or swearing).
- Other infractions outlined in the Chancellor's Discipline Code of Conduct.

***If parent volunteers observe verbal conflicts between students, they should encourage the students involved to seek the assistance of school staff members.***

## **Courtesy Notes:**

- Volunteers should maintain a soft voice when in the hallway. Be sure to stand away from direct view of a classroom.
- Volunteers should respect teachers' confidentiality by giving them privacy in an area when the teachers/staff may be discussing a student (i.e. classroom, faculty lounge, office, library, etc.)
- Volunteers should respect the teachers' prep time when students are out of the classroom.
- Volunteers should reflect a genuine concern for children through a warm, friendly, caring, manner, employing positive techniques to foster the child's self-image.

**OTHER WAYS TO VOLUNTEER – To be determined by the school administration based on individual skills and needs of the school**

## **ACKNOWLEDGEMENT & CONFIDENTIALITY FORM**

PS 24

The Spuyten Duyvil School

Volunteer Handbook

### **ACKNOWLEDGEMENT & CONFIDENTIALITY FORM**

Please read this handbook carefully. Sign and return this page.

I, \_\_\_\_\_ (print your name) acknowledge that I have received the PS 24 The Spuyten Duyvil School Volunteer Guidelines and Volunteer Handbook, and that I am responsible for reading, understanding and following the school policies and procedures, as well as any other information contained in these documents. My signature indicates my agreement to follow all confidentiality rules established by PS 24

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date