



Training Session  
for  
Volunteer & Involved  
Parents 2016-17  
Needham Elementary School  
Principal, Dylan Purlee  
@NeedhamEleSch



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Arrival at the School

- Please park in the staff parking lot
- You must enter through door #1 (office)
- Sign-in
- Visitor Lanyard
- If you bring your children: 7:45 (bell)



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Leaving School

- Please Sign-out in the Main Office
- Return the Lanyard every day
- If your children are leaving with you 2:20 (bell)



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### Working with Students

- Always a small group
- Always in open view
- Always leave the door open
- Never go outside the building/facility (if on Field Trip)
- Never touch the child



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### Field Trips

- Must Ride the Bus to and from
- Follow expectations of the teacher
- Share cell phone numbers
- Siblings are not allowed to attend
- Be on Time, leaving and returning



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### School Safety Drills

- Fire (1958)
- Tornado
- Lockdown
  - Soft Lockdown
  - Hard Lockdown
- ReUnification Point (Webb)



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### Suspected Child Abuse

- If you notice visual signs
- If the student voluntarily tells you
- DON'T ASK ?'s
- Duty to Report - ASAP
- # 1-800-800-5556



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### Who can I talk to?

- If you have an issue or need something
  - Teacher
  - Admin. Assistants
  - Assistant Principal/Counselor
  - Principal



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### Conflict with Teacher/Staff

- 24 hour rule
- Ask questions to "Understand before being understood"
- Talk about it with THAT person, not others
- If it's a student safety issue, report to principal in writing immediately



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## Bullying

Indiana Code- 20-33-8-0.2

- Overt, unwanted, repeated acts ...towards a targeted student
  - targeted student in reasonable fear of harm
  - interfere's with academics
  - interfere's with school activities
- All students attend a training in Aug with Principal and a follow up in class with School Counselor
- Online Report Form, Contact the Office
- Bullying isn't an isolated event or random acts of inappropriate behavior



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## Conflict with Student

- Discuss with Teacher for advice
- Don't get in a power struggle
- Follow teacher's plan for discipline, but know your role in the room



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## Student Behavior Expectations

Building Wide Expectations for Students

- Walk at all times
- Always walk on the "right" side
- Hands should be in pockets or behind back



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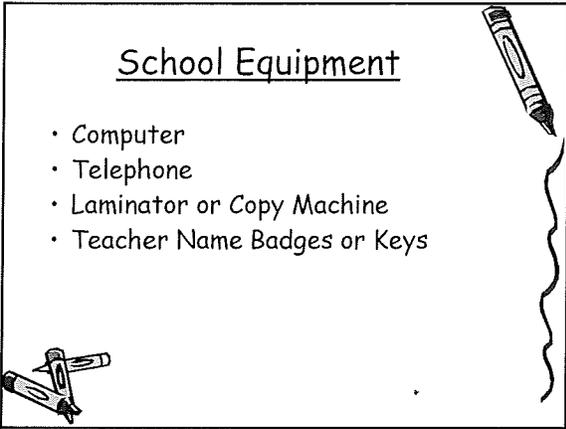
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School Equipment

- Computer
- Telephone
- Laminator or Copy Machine
- Teacher Name Badges or Keys



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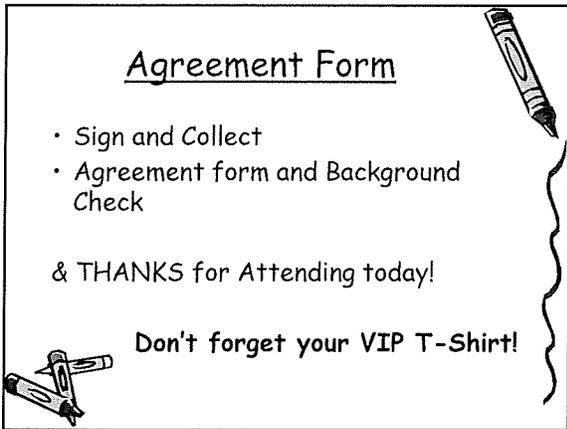
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Agreement Form

- Sign and Collect
- Agreement form and Background Check

& THANKS for Attending today!

**Don't forget your VIP T-Shirt!**



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SOARING TO EXCELLENCE

# Pleasant Crossing Elementary School

3030 North 125 West ★ Whiteland, IN 46184-9284  
317.535.3244 ★ fax: 317.535.0706 ★ www.cpcsc.k12.in.us/pces

Dear Volunteer:

Welcome to Pleasant Crossing Elementary School! We are pleased that you are willing to donate your time to help our kids by attending this **VIPs** (Volunteers and Involved Parents about Safety and Security) training. After a recent addition to Indiana State Law, CPCSC is providing you with the following bullying prevention education resources. We take student safety seriously at Pleasant Crossing Elementary School and want all community volunteers to be aware of our policies, expectations, and requirements regarding bullying prevention and intervention. As a corporation initiative you are required to review these educational materials, sign below, and return this form to the Main Office for verification of your understanding and compliance with this request. If you have any questions please contact Mrs. Angie Green, School Counselor. While volunteering at our school if you observe a potential situation or bullying is reported to you, immediately report concerns to a Pleasant Crossing Elementary School teacher, counselor, or administrator.

Thank you for your time and assistance with this important initiative.

Sincerely,

Terry Magnuson, Principal

## ***PCES VIPs Guidelines***

### **In order to protect my own child; I will agree to the following guidelines:**

1. I will not discuss any child other than my own outside of the school and/or the classroom. To do so is to violate the 1972 Federal Rights Privacy Act.
2. I will not criticize any school employee in front of the students.
3. I will not ask for confidential data about any student other than my own.
4. If I have a problem with something a school employee does, I can talk to that person privately. If I still am unsatisfied, then I can talk to the principal about it.

*I agree to these guidelines by signing below in order to protect my own child. If I do not follow these guidelines, I may be asked to not volunteer again.*

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the student(s) and grade(s) who attend PCES: \_\_\_\_\_

*This form will be returned to the Pleasant Crossing Elementary School Main Office and kept on file before volunteering  
A copy of both sides of this signed form can be obtained by contacting the school secretary.*

### **The training will consist of:**

- Review this PCES Volunteer Guideline form & Review the CPCSC Voluntary Agreement
- Explain how to obtain identification orange wrist band at each visit
- Discuss emergency / evacuation procedures
- Discuss suspected child abuse responsibilities
- Explain chain of command
- Discuss how to resolve conflict with teacher / student
- Explain the bullying prevention education resources and PCES reaction towards a threat
- Handout: *Together We Can Be Bully Free* (a mini guide for elementary school students by Dr. Berne)



SOARING TO EXCELLENCE



## CLARK-PLEASANT COMMUNITY SCHOOL CORPORATION

50 Center Street • Whiteland, Indiana 46184-1698 • (317)535-7579 • FAX (317) 535-4931

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I, \_\_\_\_\_ am requesting the opportunity to volunteer my time in an effort to support the youth of the Clark-Pleasant Community School Corporation.

As a volunteer I understand that this is not an arrangement for employment, however, I understand that I must have a limited criminal background check conducted prior to beginning any volunteer work. The criminal history check will be done by the Department of Human Resources at no cost to me.

As a volunteer I understand that I will not receive any compensation and that I am volunteering by my own free will without any pressure from any employee of CPCSC. I also understand that volunteering will not affect any future decision the school corporation may make with regard to employment.

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Witness (School Employee): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Administrator): \_\_\_\_\_ Date: \_\_\_\_\_

### Bullying Prevention and the Law

**○ Bullying is defined for Indiana schools in HEA 1423**

IC 20-33-8-0.2 – “Bullying” means:

**➤ Overt (intentional) unwanted, repeated acts or gestures including:**

- *Verbal or Written communications, or images* transmitted in any manner (including digitally or electronically)
- *Physical acts* committed, *aggression*, or *any other behaviors* that are committed by a student or group of students against another student *with the intent to*
  - **Harass, ridicule, humiliate, intimidate, or harm** the targeted student and
  - Create for the targeted student **an objectively hostile school environment that:**
    1. places the targeted student in *reasonable fear or harm* to the targeted student’s **person or property;**
    2. has a *substantially detrimental effect* on the targeted student’s **physical or mental health;**
    3. has the *effect of substantially interfering* with the targeted student’s **academic performance; OR**
    4. has the *effect of substantially interfering* with the targeted student’s ability to **participate in or benefit from the services, activities, and privileges provided by the school**

### Terminology

- **Target** : Student that has been bullied
- **Student Exhibiting Bullying Behavior**: Student that has been identified as exhibiting behavior that was determined to be bullying
- **Witness**: Student(s) that have observed another student being bullied

### Types of Bullying

- Physical
- Verbal
- Social/Relational
- Electronic or Written Communication

### STAMP out bullying

- **S** – Stay away from bullies.
- **T** – Tell someone.
- **A** – Avoid bad situations.
- **M** – Make friends.
- **P** – Project confidence. ]



SOARING TO EXCELLENCE

# Pleasant Crossing Elementary School

3030 North 125 West ★ Whiteland, IN 46184-9284

317.535.3244 ★ fax: 317.535.0706 ★ www.cpcsc.k12.in.us/pces

Bethany Guilfooy, Assistant Principal

Terry Magnuson, Principal

School Year 2016-17

Dear Volunteer Applicant:

This application form is being provided to you in the event you would express an interest in the Clark-Pleasant School Corporation Volunteer Program. The community of Pleasant Crossing Elementary School (PCES) is committed to providing a positive learning environment that develops academic skills, independence, self-confidence and social responsibility. Through teacher-developed curriculum, hands-on learning and cooperative experiences, students will gain lifelong learning skills. The Clark-Pleasant School Corporation Volunteer Program is designed to play an important role in accomplishing this mission.

**Anyone interested in participating in the program must submit an application and pass a screening process each school year, which includes a limited criminal history background check.** A background check is needed every year to continue being a volunteer. Applicants must sign the Criminal History Information sheet (back side of page 1.) Applicants must then complete a mandatory VIPs (Volunteers of Involved Parent about Safety and Security) training session at PCES which will cover school safety, volunteer guidelines building expectations, bullying prevention, and other information. **(If this is a renewal application for PCES, the applicant will not need to complete another VIPs training session.)** Volunteers are welcome and appreciated at Pleasant Crossing Elementary School and are expected to abide by the corporation's volunteer policies and procedures.

**Adults that come in on a repeated basis (even if each occasion is for something different) and/or supervise field trips must complete the application. The application form must be turned in A.S.A.P. in order for the mandatory VIPs training session to be completed on time. Plan on attending a meeting early in the school year if you plan on helping in a classroom or going on a field trip. Since field trips are not yet determined, there are ten dates to choose from before the field trip occurs. Please complete and return the following three pages to the main office.** Parents who only assist with a room party will not be expected to complete the application.

Any questions may be directed to me at 317-535-3244 or to the Pleasant Crossing Elementary School Volunteer Program Coordinator, Mrs. Christina Gies (cell) 317-403-3082 or Mrs. Meagan Oxendine (cell) 317-560-3373.

Sincerely,

Terry Magnuson  
Principal

## **Mandatory Adult VIPs Training Session – PCES Meeting Dates for 2016-17**

*(Note: Only adults who have not attended one PCES training session are expected to attend.)*

**Please schedule a training session through the PCES secretary 317-535-3244.**

- |                            |                             |                            |
|----------------------------|-----------------------------|----------------------------|
| #1 Thurs, Aug. 18 @ 7:30am | #2 Thurs., Aug. 25 @ 5:00pm | #3 Mon., Sept. 12 @ 6:00pm |
| #4 Wed., Oct. 5 @ 4:30pm   | #5 Wed., Oct. 5 @ 7:00pm    | #6 Thurs., Dec. 8 @ 7:30am |
| #7 Mon. Jan. 23 @ 7:30am   | #8 Thurs., Feb. 16 @ 5:00pm | #9 Mon. April 10 @ 5:00pm  |
| #10 Mon., May 3 @ 7:30am   |                             |                            |

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## Criminal History Check Template

Full Legal Name \_\_\_\_\_

Current Address \_\_\_\_\_

Street Address	City	State	Zip
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Previous Address (if length of time  
at current address is less than 2  
years) \_\_\_\_\_

Street Address	City	State	Zip
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Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_





Needham Elementary School  
1399 Upper Shelbyville Road  
Franklin, IN 46131

Dylan Purlee  
Principal

317-738-5780 (Phone)  
317-738-5787(Fax)  
@NeedhamEleSch

[Twitter](#)

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May 2016

Dear Volunteer:

This year we would like to show our appreciation to you by hosting a Breakfast Celebration in your honor! We will be serving breakfast on Friday, May 16<sup>th</sup>, at 8:30 a.m. This is our way of saying THANK YOU for volunteering at our school and making a difference in our student's education.

If you are planning on attending we ask that you RSVP by returning the bottom portion of this letter to school or calling the office at 522-5621.

Thank you!

Mr. Purlee  
Principal  
Redding Elementary School





## 5<sup>th</sup> Grade Field Trip

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Dear Parents and Guardians,

Fifth grade will be taking an exciting field trip to the YMCA Camp at Flat Rock on **Tuesday, September 13<sup>th</sup>**. The students will be participating in a variety of outdoor activities with their YMCA leader throughout the day. How fun! We are looking forward to a wonderful day together at Flat Rock.

The cost of the field trip will be \$15.00 per student. You may turn this in any time between now and **Friday, August 26<sup>th</sup>**. **Please send payments in CASH ONLY.**

Please fill out the back of this page indicating whether or not you give permission for your child to attend the field trip with their class on September 13<sup>th</sup>, as well as lunch plans for your child. We will send reminder about lunch plans closer to the date of the field trip.

We will need some help chaperoning the trip. If you are interested in attending the field trip with your child, please check the "yes" box on the permission slip below. **Please note that chaperones must be on the approved PCES volunteer list. This requires a yearly background check, and a one-time-only volunteer training meeting.** The cost for adults to chaperone the trip to Flat Rock will be \$15.00

Thank you!

5<sup>th</sup> Grade Teachers  
PCES

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# 5<sup>th</sup> Grade Field Trip

Fifth grade will be taking a field trip to the YMCA Camp at Flat Rock on Tuesday, September 13<sup>th</sup>. Please fill out the form below and return it to school.

**The cost of this field trip is \$15.00 per student.**  
You can return your payment anytime between now and **Friday, September 26<sup>th</sup>.**  
**CASH ONLY please.**

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Please cut on the line above and return by Friday, September 26<sup>th</sup>.

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

### Student Attendance (\$15.00)

\_\_\_\_\_ Yes! I give permission for my child to attend the field trip to Flat Rock.

\_\_\_\_\_ No. I do not give permission for my child to attend the field trip to Flat Rock.

### Lunch

\_\_\_\_\_ My child will bring their lunch from home.

\_\_\_\_\_ My child will need a sack lunch from school.

### Chaperones (\$15.00)

\_\_\_\_\_ Yes! I would like to be a chaperone for the field trip to Flat Rock.

**(indicate your current volunteer status below)**

\_\_\_\_\_ I have previously attended a mandatory volunteer meeting at PCES AND have completed an Adult Volunteer Application form this school year.

\_\_\_\_\_ I have previously attended a mandatory volunteer meeting at PCES, but still need to complete the Adult Volunteer Application form for this school year.

\_\_\_\_\_ I have completed the Adult Volunteer Application for this school year, but still need to attend a mandatory volunteer training meeting.

\_\_\_\_\_ I will complete the Adult Volunteer Application form AND attend a one-time mandatory meeting in the Parent Center at PCES. Meeting dates are listed below.

**MANDATORY ADULT VOLUNTEER TRAINING MEETINGS (for those who have not attended one in the past)**

**#1 Thurs, Aug. 18 @ 7:30am #2 Thurs., Aug. 25 @ 5:00pm #3 Mon., Sept. 12 @ 6:00pm**

**PLEASE SCHEDULE YOUR ADULT VOLUNTEER TRAINING THROUGH OUR SECRETARY (317.535.3244)**

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

**CLARK-PLEASANT SCHOOL CORPORATION**  
**VOLUNTEER APPLICATION**

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Please check all that apply:

- I would not like to be a Pleasant Crossing Elementary School P.T.O. volunteer.
- I have attended in the past the Adult Volunteer mandatory training session with the PCES principal. I will not need to attend another session.

Indicate your preference on volunteer opportunities:

\_\_\_\_\_ I want to work directly with students (supervise) in any classroom.

\_\_\_\_\_ I want to chaperone on school related field trips.

\_\_\_\_\_ I want to work on teacher projects in the school building. (no direct student contact)

\_\_\_\_\_ I want to work on teacher projects at home. (no direct student contact)

\_\_\_\_\_ *I would like to only be assigned to my own child's room*

Indicate any preference of grade level(s) \_\_\_\_\_ No preference \_\_\_\_\_

\_\_\_\_\_ I am willing to be a volunteer interpreter for  Punjabi  Spanish or \_\_\_\_\_ language. This could be during parent meetings and/or other parent conferences.

Do you have a hobby, skill or special training in any of the following subjects?

_____ sewing	_____ drama	_____ art	_____ sports
_____ music	_____ typing	_____ foreign language	_____ dance
_____ photography	_____ computers	_____ decorating	_____ math
_____ science	_____ library	_____ writing	_____ history

Other: \_\_\_\_\_



# TOGETHER WE CAN BE BULLY FREE®

## A MINI-GUIDE FOR ELEMENTARY SCHOOL STUDENTS

BY ALLAN L. BEANE, PH.D.

"YOU CAN'T PLAY WITH US."  
"YOU'RE DUMB."  
"HEY, GIVE ME THAT GAME!"  
"GET OUTTA MY WAY!"



Do you ever hear mean words like these at school? Do you see mean actions like hitting, kicking, or shoving? There's a name for this kind of mean behavior. It's called bullying.

### **Bullying hurts everybody.**

A school that has a bullying problem isn't safe. It's not a good place for students to learn or have fun.

Our school wants to stop the problem of bullying, and **YOU** can help. This mini-guide has ideas you can use to join in and be a "bully buster."

**Together we can be bully free!**

### **WHAT IS BULLYING?**

Bullying is when a person hurts, embarrasses, or frightens another person on purpose over and over again. People who bully like to feel strong. Their goal is to have power over people.

### **BULLYING IS:**

- Hitting
- Stealing or breaking someone's things
- Pushing
- Making rude hand signals
- Kicking
- Spreading rumors
- Teasing
- Tripping
- Making mean phone calls
- Telling lies about people
- Calling people names
- Sending mean notes and email messages
- Making put-downs
- Pinching
- Making threats
- Leaving others out
- Sending mean text messages

### **RULES FOR A BULLY FREE CLASSROOM**

1. Bullying is not allowed in our classroom. (Or anywhere else in the school.)
2. We don't tease, call names, or put people down.
3. We don't hit, shove, kick, or punch.
4. If we see someone being bullied, we speak up and stop it (if we can) or get help right away.
5. When we do things as a group, we include everyone and make sure no one is left out.
6. We make new students feel welcome.
7. We listen to each other's opinions.
8. We treat each other with kindness and respect.
9. We respect each other's property. (School property, too.)
10. We look for the good in others and value differences.

## WHAT TO DO IF YOU ARE BULLIED

### Do:

- **If you don't feel safe, walk (or RUN!) away.** Get away as fast as you can.
- **Remember—telling ISN'T tattling!** It helps you stay safe. So tell a teacher where and when the bullying happened and who did it. If you've been hurt, show any scratches or bruises.
- **Buddy up!** Kids who bully like to be mean to kids who are alone. Play with other kids, and they might leave you alone.
- **Avoid kids who bully.** Stay away from them whenever you can.
- **Stay close to teachers and other adults.** Kids who bully don't want to get caught. If you're by a teacher, they'll probably stay away.
- **Stand up for yourself.** If you feel safe, tell the person to stop. Use a strong voice. Say, "Leave me alone!" or, "I don't like that. Stop it."

### DON'T:

- **Fight back.** The person might try to hurt you worse.
- **Threaten or call the kid who is bullying names.** This person might come after you harder.
- **Cry.** Try to stay calm. Walk away from the person who is bullying you and find someone who can help.
- **Ignore bullying.** Bullying does not stop on its own. You have to tell the person doing it to leave you alone. If you don't feel safe doing this, ask an adult for help.

## WHAT TO DO WHEN OTHERS ARE BULLIED

- **Refuse to join in.**
- **Speak out.** Use words like these: "Don't treat him that way." "Stop hitting her."
- **Tell a teacher or another adult at school.**
- **Be a friend to the person who is being bullied.**
- **Include students who are left out.**



**IMPORTANT! Never fight the person who is bullying.**  
More fighting only makes things worse.



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## WHAT TO DO IF YOU ARE BULLYING OTHERS

People who bully are not bad people. It is their behavior that is bad. It's never too late to make a change. How?

- **Stop the bullying right now!**
- **Start treating all people the way YOU want to be treated.**
- **Talk with adults you trust, like parents and teachers.** Tell them about your strong feelings. Ask for their help.
- **Always keep your hands and feet to yourself.**
- **If you start to feel upset or mad, STOP and THINK.** Take a deep breath. Don't bully someone. Think about better choices.



**REMEMBER! YOU** decide your actions. **YOU** are in charge of what you do. **YOU** can decide to stop the bullying and start respecting others.

## WHERE TO FIND OUT MORE

**Bullies Are a Pain in the Brain** by Trevor Romain (Minneapolis: Free Spirit Publishing, 1997). A fun and funny book full of tips and suggestions for dealing with bullying.

**KidsHealth** ([www.kidshealth.org](http://www.kidshealth.org)). A great website with lots of information on many topics, including bullying and handling strong emotions and tough times. Enter the "Kids" section and click on "Dealing with Feelings."

[www.freespirit.com](http://www.freespirit.com)