



Volunteer Information

First of all, thank you for volunteering at Santan Elementary. Your time and effort is truly appreciated. As a volunteer at Santan Elementary, the administration and staff encourage you to be an integral part of the educational process whether you work in the office, the classroom, the library, or a PTO function. They also have expectations and guidelines that need to be followed.

- Fill out the volunteer forms and return them to the office.
- Notify staff at least 24 hours in advance that you would like to volunteer.
- Sign in at the front office each time you come to school. You will be given a name tag. The name tag must be visible at all times while on campus.
- Sign out at the front office if you leave before school is out. If school is already dismissed, you do not need to sign out.
- Please read through this folder for copying instructions, school rules, and other important information.
- Conversations with teachers and staff are confidential and must not be shared with others. Student progress must also remain confidential.
- Please dress appropriately for the school environment. Staff dress code would be appropriate guidelines to follow.
- If you are having difficulty with a student, let the teacher or administration know immediately. Employees are in charge of discipline issues that arise.

Field Trips

Field trips are a very special time for students. However, this is not a time for students to forget that they are representing Santan Elementary School. They are to follow the same rules on a field trip that they would in a school setting. Please make sure that you find out if any students you are escorting have medical or behavioral issues, so that you are best prepared. Also, it is a good idea to give your cell phone number to the teacher and get a number for the teacher in case you go in different directions during the field trip. Please do not let your group of children go anywhere without you. It is extremely important to make sure that all children are protected and safe. Make sure that all students get on and off the bus safely and on time. Let the teacher know if you are having any problems with a student immediately. Sometimes, parents who are not selected as chaperones wish to participate in the field trip experience with their child and travel to the field trip site independently. We respectfully request that parents not selected as chaperones refrain from attending and make separate arrangements to attend with the child at another time.

PTO Information

PTO has many opportunities for people to volunteer, as well. If you are interested in volunteering for PTO functions, please e-mail the Volunteer Coordinator for PTO at volunteers@santanpto.org. Some of the many activities that PTO coordinates include the Santan Spirit Store on Friday mornings, Smoothies on Friday afternoons, Grandparents' Day, Movie Nights, School Carnival, PTO Holiday Shop, and many other fun activities. We always appreciate your time and efforts at Santan Elementary.

Fire Drills/Lockdowns

If you are in the classroom during a fire drill or lockdown, please follow the teacher's lead and stay with the class. If you are in the copy room, stay there during the lockdown. However, in the case of a fire drill while in the copy room, you would walk out the front office and cross both crosswalks and stand by the wall. Again, follow the direction of staff members, and they'll inform you as to what to do. A map is included in this folder to identify fire drill locations.

Confidentiality

Consider things heard or seen at school as confidential. Do not discuss students publicly. If you need help with a student, discuss the matter professionally with the teacher, counselor, or administrator. All information is confidential, and sharing that information with others may be a violation of the law. Do not make a promise to a student that you will keep confidential information secret. Although the student is free to share confidential information with you, there are certain things that you are required by law to tell administration.

These exceptions are: If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse, or is considering homicide or suicide, or is involved in any illegal activity, you must notify administration immediately.

Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities.

Please remember that we are all on the same team, so please do not publicly criticize school personnel or guidelines. If you have a concern or a problem arises, consult with the counselor or administration.

Workroom Instructions

For your first time in the workroom, ask someone to show you how to use all the equipment. Typically, elementary uses the north side of the copy room as our designated area as junior high uses the south side. The teachers have their own materials to use in the workroom, so please check to see if you will need to have something with you when you come to the workroom before you leave the classroom. Teachers have priority when in the workroom, so please give them the opportunity to step in front of you, if needed. You will find the following items in the workroom:

Laminating: Put items needing laminated in the box with the teacher's name on it.

Book Binding: The teacher will have their own combs to bind books. Bring these with you when you come to the workroom.

Cutting Boards: Absolutely no children are to touch the cutting boards. The blades are extremely sharp, so use caution. Again, the paper for the cutting board should be provided by the teacher.

Butcher Paper: We have several colors to choose from, so please make sure the teacher tells you what color they need. Roll out whatever you need, and then, pull to the side to cut the paper from the roll.

Die Cuts: If you've never used the die cuts before, please have someone show you for the first time. Again, all paper must be provided by the teacher. If you want the paper laminated before cutting out letters or objects, please leave in the laminating box. Die cuts must be facing down, and please do not use more than two or three sheets of construction paper per cut. If the teacher forgets to send you with construction paper, you may use butcher paper in its place.

Staff Mailboxes: Staff mailboxes are located in the workroom, as well. They are listed alphabetically by last names. Office staff is on the right hand side. Please do not remove anything from the mailboxes unless asked to do so by the classroom teacher. Green labels indicate the elementary boxes.

Copiers: We have three copy machines on our side of the workroom (on the right hand side as you walk in from the Nurse's Office). The only reason we would ever use the Junior High copiers is if ours is broken down and their machines are available. The copy machine closest to the door is for 1-19 copies and is called RICOH. The two next to it are for 20 or more copies called the Riso machines. You must bring your teacher's own copy paper with you when you come to the workroom.

Riso machines: Place paper in the machine first. If you need to wake it up, press the wake up button. Check settings, and 1 will flash if you don't have paper in the machine. Lay the original horizontally and face down on the glass with the top of the page between the arrows at 8 ½ and 8 ½. Put the quantity of copies desired. (You will always get one additional copy from the Riso machine.) Always select master making. It will light up green. It will take a new picture of your copy. This will be your free copy. After 20-30 seconds, the print button will light up green. If you like the copy, push start to get the remaining copies. To make a two-sided copy, put the copies back in the paper tray face down with the top of the page leading into the machine. Start master making process again. However, you must press the green button above the paper tray to move the tray down to add the paper first. It will automatically rise up once you press the start button. For jams or to replace the ink or master roll, please see someone from the front office. When the light blinks red, it is an indicator that the machine is getting low on something. When it is solid red, it is time for a change. If the copies come out light, you may have to run a few extra copies on print mode to get the machine to ink up. It dries overnight, so it just needs to get going again the next

day. It doesn't mean the ink is out. If you are using a heavier weight of paper, you must pull the lever that is by the paper tray to widen the paper pull.

RICOH machine: First, you need to add paper to the right side of the paper tray #1. If you are rotate sorting for packets, then, you must have paper in both trays 1 & 2. It will crisscross your packets. If you put the original on the glass, then, place the paper in the machine vertically with the top left corner of the paper touching the top left corner of the glass. Select the number of copies and press green start button. The document feeder may also be used to make copies. If you have multiple pages, you may place the copies face side up on the document feeder and select the number of prints you want. It should feed it through. If you want two sheets to consolidate to one back to back sheet, press the button under the full size button. If you already have a two sided sheet, and you just want copies, press the second button to the right under the full size button. Then, press the number of copies you need and the green start button. You can also sort on this machine if you need to by pressing the sort button on the right hand top corner. If you'd like it to rotate your sort, you can press the rotate sort button, but make sure there is paper in both tray 1 & 2. If you want to change any settings, just hit the orange and yellow buttons, and it will clear the machine back to the original settings. If you decide that you don't want to open the paper trays because you only have to copy a few items, you can feed the paper through the bypass tray on the right side of the copy machine. This is also the area to use if you are using construction paper/tag board, etc. If you are copying a book, and you need help, Michelle will show you how to do it the easiest way. Remember to bring paper from the classroom.