



# *Penn Brook School*

*“Where Learning Takes Root”*

68 Elm Street  
Georgetown, MA 01833  
978.352.5785  
www.pennbrookschool.net

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**Margaret C. Maher**  
*Principal*

**Hope Doran**  
*Assistant Principal*

## Penn Brook School Volunteer Guidelines

Before volunteering, you need to complete a Criminal Offender Record Information (CORI) request. CORI needs to be completed for anyone volunteering in the classroom or within the school, and/or chaperoning field trips. (You **do not** need to complete a CORI to attend your child’s events and activities, such as for a class party, PIN, or Celebration of Growth.)

To complete the CORI, you will need to bring a current driver’s license or other picture i.d. with you to the Superintendent’s office at 51 North St. to fill out an application in person. The process only takes a few minutes and results will be obtained often within a day or two. The Georgetown school district requires a CORI every three years.

\* *Goals of the volunteer program:* Foster the parent/school partnership; enhance children’s learning; assist teachers, children, and parents.

\* *Please be on time—* if you have signed up to help in the classroom or elsewhere in the school, no doubt the lesson or activity was planned with your assistance in mind. Please call (978-352-5785) if you are unable to come in.

\* *Sign in at the front desk.* You will be given a visitor’s pass; also, please sign out before you leave.

\* ***Maintain confidentiality of all students, faculty and staff.*** Before volunteering, you will be asked to sign a Confidentiality Agreement. If you have questions about what you see or hear while in school, please ask the classroom teacher or Mrs. Maher.

\* *Please do not use your cell phone while in school.* If you must take a call, please come to the office, or sign out and take the call outside.

\* *If you would like to discuss your child’s progress, behavior, or you notice something your child is doing, please schedule a conference.*

### ***While working with children:***

\* Be consistent with the teacher’s rules and expectations. If you’re not sure—ask!

\* Encourage children to do their own thinking—give them plenty of “wait time.”

\* Use tact and positive comments.

- \* If a child reveals something personal to you, please report it to the teacher or an administrator.
- \* Maintain confidentiality at all times.
- \* Keep a sense of humor.
- \* Enjoy!

***Thank you for your time!***