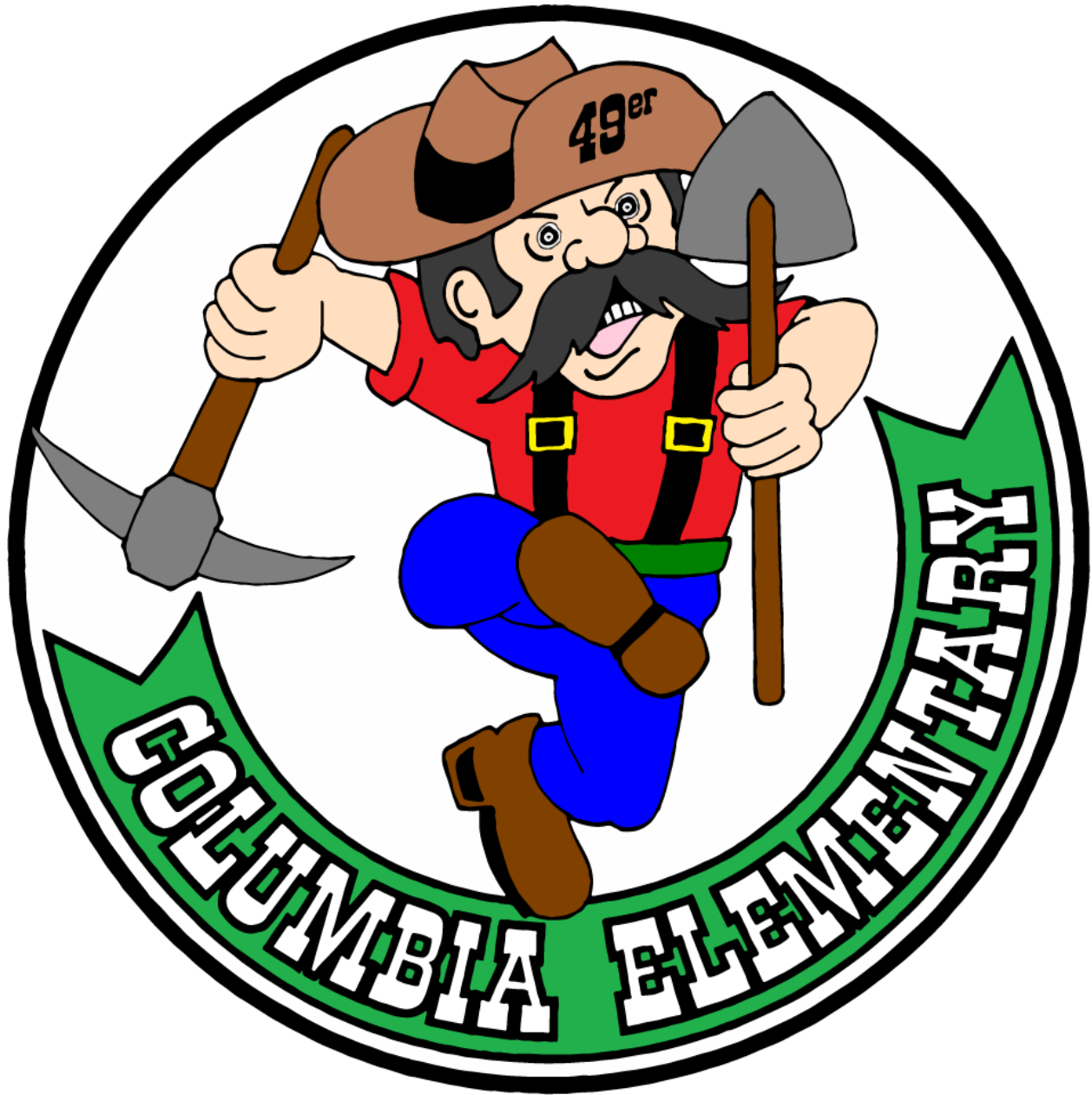


# School Volunteer Handbook and Expectations



## **A Thank You**

A sincere thank you for your interest in volunteering in Columbia Union School District, and we are pleased to see your interest in helping support our students and buildings. Volunteers are an essential part of the way in which we are able to foster a connection between home and school, in addition to offering additional support our students may need throughout the school year.

## **Who and What is a School Volunteer?**

A school volunteer is an individual who resides in the district and volunteers to help expand and enrich the students' learning experiences by working under the direction of teachers and administrations. Those who volunteer should have a genuine interest in students, a commitment to the activity, regular attendance, and the flexibility and willingness to attend training sessions as needed.

Frequently volunteers come into the school to repeatedly work with students, staff, and administration. Parents can volunteer as classroom assistants, assist in office operations, help organize the library, and so on.

Volunteers who do not need to fill out this application, but still need to be screened through our security management system, would be those who are one-time volunteers.

## **Getting Started**

All volunteers must complete the application and be scanned and cleared to volunteer by completing the application and going to the Tuolumne County Superintendent of Schools to complete a background check and TB test. Once approved, the administration will make arrangements to provide an orientation on school policies and volunteer procedures.

### *School Procedures*

Volunteers need to know fire drill procedures, lockdown procedures, restroom locations, parking areas, absence procedures, the use of cell phones, and general rules and procedures associated with the district.

### *Volunteer Application*

All adult volunteer applicants, including field trip chaperones, must complete an application and wait for clearance via Raptor prior to beginning his or her volunteering or chaperoning. The application needs to be completed accurately and in its entirety. This will have to be renewed annually.

### *Health Regulations*

Please do not come to school if you are ill. This includes, but is not limited to, a cold, sore throat, or cough. Please call the school and leave a message for, or even e-mail, the teacher when you have an unforeseen absence.

### *Attendance*

Punctuality and reliability are appreciated since the students are counting on you. Please call the school and leave a message for, or even e-mail, the teacher when you have an absence.

### *Appearance and Manner*

Volunteers should set a good example to students by maintaining professional conduct, language, and appearance.

### *Confidentiality*

Volunteers must sign a confidentiality agreement and maintain strict confidentiality concerning information they learn about students or faculty. A misplaced comment can be detrimental to a student,

their family, and the volunteer program as a whole. If you have questions or concerns, please speak with the administration. It is also recommended for all volunteers to reference the district's social media policy and expectations as they pertain to volunteers.

#### *Sign-In/Sign-Out*

Each time a person volunteers, they must sign in and out as if they were a visitor. They are also expected to wear his or her visitor badge throughout the school day.

#### *Opportunities*

Volunteer opportunities vary based on need. Please contact administration for available opportunities.

## **Volunteer Guidelines and Expectations**

### *When Working with Students*

- Volunteers are assigned only to staff members who request their services.
- Staff members reserve the right to limit the frequency and duration of volunteer time, as well as the number of parent volunteers at any given time.
- Volunteers should not discipline students or provide instruction to students regarding behaviors. Discipline problems should be reported to the teacher and/or the principal.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave a classroom.
- Volunteers should not diagnose students weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers should not interrupt class time.
- Cell phones should not be used in school.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers may not give any medication to students.
- Volunteers' comments should not be written on student work.
- Comparing and criticizing staff and students is unacceptable volunteer behavior.
- Volunteers may not hold informal parent/teacher conferences.
- Volunteers should not conduct personal business at school.
- Volunteers may not take photographs of students, unless permitted by school personnel. Students' photographs or information should never be posted or shared on social networks.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in and out and be cleared by Raptor.

### *Safety Guidelines*

- Be aware of school playground regulations.
- Supervise climbing and physical activities carefully.
- Use of certain materials and activities may need to be monitored carefully.
- In the event there is a lockdown or evacuation, the volunteer must comply with those procedures and expectations.
- Know and follow all of the school's safety rules.
- If an accident occurs, immediately notify a staff member.
- Never move a child involved in an accident. A staff member will initiate proper procedures.
- If you are hurt or involved in an accident while serving in your volunteer capacity, you should report the incident to the school office and complete an accident report immediately.

### *Helping Students Learn*

- A student's name is very important. Make sure it is pronounced and spelled correctly.
- Make sure the students know and can pronounce your name.
- Show that you are interested in each student as a person.
- Students make mistakes, so assure them it is part of the learning process.
- Build the student's self-confidence.
- Ask questions that may lead students to answer their own questions.
- Let students try new methods, even if you know an easier way.
- Give the students as much time as they need to understand new ideas. Patience is a virtue.
- Be reliable.
- Be sure students are understanding what you are saying because there are words that you may use that the students cannot comprehend yet.
- Keep your voice low and calm.
- Positive statements greatly influence students' attitude about themselves and help them in contributing to the learning environment.

## **Questions and Answers**

*How do I become a volunteer?*

Contact the main office and inform them of your desire to volunteer. Then complete the application and go to the Tuolumne County Superintendent of Schools to complete a background check and TB test. When that is all completed, then the building Principal will communicate current and future opportunities, if available.

*I do not have teaching experience. Can I still volunteer?*

Yes.

*I would like to volunteer, but cannot offer my services on a regular basis. Can I still volunteer?*

Yes.

*What do I do about discipline?*

Disciplinary action is the sole responsibility of the school staff.

## Administrator and Volunteer Checklist

*I have...*

- talked with the school office,
- completed an application,
- waited for my application to be processed and cleared,
- participated in an orientation/training with an administrator,
- been assigned to a teacher or supervisor for a project or activity, and
- a specific place and time to volunteer.

*I know...*

- the school layout, parking, and available facilities,
- the school/classroom discipline policy,
- classroom policies, procedures and rules,
- emergency drills and procedures,
- where and when to report to work,
- that I must sign in and out daily like any visitor,
- what I must do if absent,
- what to do if I am working with a substitute teacher,
- where instructional materials are kept, and
- what is expected of me.

## Volunteer Confidentiality Agreement

I understand that the School District will allow me reasonable access to the school, school facilities, educational programs and/or individuals needed as it relates to the purpose of my visit. I further understand that during my visit, I must honor the confidentiality rights of all students and agree to refrain from sharing any information regarding other students that is obtained during my visit.

With regard to student information constituting “school student records” and/or “education records” as defined in the Family Educational Rights and Privacy Act (“FERPA,” 20 U.S.C. §1232g) and/or “personally identifiable information” as defined in FERPA’s implementing regulations (34 CFR §99.3): I acknowledge that such information is protected and highly confidential, that I have no right to access such information without permission, and that in the event such information is disclosed to me I must maintain the information in strict confidence and I cannot redisclose the information.

I understand and agree that I am not to discipline students or provide unsolicited opinions about the children as I may not be aware of the full details which surround any situation. I will not share any information about the class and/or specific individuals from my volunteer work. I understand that volunteers may not take photographs of students, unless specifically authorized by school personnel. I understand that student photographs or information should never be posted or shared on social networks.

I understand that any breach in expected confidentiality could result in loss of my volunteer privileges.

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*Volunteer*

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*Date*

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*Building Administrator*

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*Date*

## Volunteer Application

**Please Print:**

\_\_\_\_\_

*Last*

\_\_\_\_\_

*First*

\_\_\_\_\_

*Middle*

**Home Address:** \_\_\_\_\_

*Street*

*City*

*State*

**Best Phone Number:** \_\_\_\_\_ Home Work Cell

**E-Mail Address:** \_\_\_\_\_

I have been a volunteer for \_\_\_\_ years.

**Emergency Contact's Name:** \_\_\_\_\_

**Emergency Contact's Number:** \_\_\_\_\_ Home Work Cell

I am interested in the following volunteer placements (circle all that apply):

**Library    Parent/Teacher Organization    Office    Classroom    Special Events**

I am available: **M T W Th F** at the following times: \_\_\_\_\_

List career/volunteer experiences, talents, skills, and/or hobbies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have children attending this school: **Yes No**

Relationship to Child: **Parent Guardian Other:** \_\_\_\_\_

Child/Children's Name(s): \_\_\_\_\_

Teacher(s)/Grade(s): \_\_\_\_\_

I am a college/high school student applying for volunteer service to meet criteria of a curriculum or extracurricular requirement: **Yes No**

Name of College/High School: \_\_\_\_\_

By signing, I agree to abide by the policies and/or procedures of the CUSD Board of Trustees, the volunteer program, the district office, and the school in which I serve. I understand that administration reserves the right to not place me or discontinue to use my services as a volunteer.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*