

## Crum PK-8 School Volunteer Application and Preference Checklist

I would like to (check all that apply)

\_\_\_\_\_ Assist in the classroom with individual children or small groups.

\_\_\_\_\_ Make bulletin boards, posters and displays.

\_\_\_\_\_ Read or tell stories to children.

\_\_\_\_\_ Listen to children read or recite.

\_\_\_\_\_ Help set up or supervise learning stations.

\_\_\_\_\_ Help children in the library.

\_\_\_\_\_ Make instructional materials, such as flash cards, games, etc.

\_\_\_\_\_ Work with audio-visual equipment.

\_\_\_\_\_ Assist with the supervision of children on the playground.

\_\_\_\_\_ Provide clerical assistance.

\_\_\_\_\_ Assist with separations and clean-up of special projects.

\_\_\_\_\_ Assist with the supervision of children on field trips.

OTHER: (Please Specify)

\_\_\_\_\_

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

Phone Number: \_\_\_\_\_

I would prefer to work with grade: (Circle all that apply)

PreK K 1 2 3 4 5 6 7 8

I am available: \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

\_\_\_\_\_ Mornings \_\_\_\_\_ Afternoons are best for me \_\_\_\_\_ It doesn't matter.

Times: \_\_\_\_\_

Special Talents I would like to share are:

\_\_\_\_\_

I understand that I am offering my services to Crum PK8 without compensation and without any rights to health benefits in case of illness or injury.

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

One reference who is not a relative: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **STANDARDS AND PROCEDURES REGARDING THE USE OF SCHOOL VOLUNTEERS**

### **School Volunteers Shall:**

- **Receive information regarding rules and regulations from the appropriate staff member(s).**
- **Receive knowledge and instructions regarding policies as it relates to their position.**
- **Shall be provided with the proper supervision both during training and during school.**
- **Be approved by the School Board or its designee.**
- **Be assigned only to staff members requiring their service.**

### **School Volunteers Should Not:**

- **Assume responsibility for the supervision of a class in the absence of a certified teacher.**
- **Grade student work.**
- **Assume responsibility for the discipline of pupils.**
- **Establish instructional objectives.**
- **Make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.**
- **Make judgements regarding the attainment of instructional objectives unless these judgements are based upon clear and objective criteria (such as specific achievement standards on a true-false test).**
- **Contact parents regarding the performance of students or write comments on papers that go home.**
- **Bring a pre-school child with them when they volunteer.**

## **Good Volunteers Must.....**

### **Be Well Groomed:**

You, as a volunteer, will set an example for the students whom you work with. It is therefore important that you dress appropriately. The volunteer should also dress according to the duties of their job.

### **Sign In and Out:**

Each time you arrive at the school you must sign in and take your volunteer badge. The sign-in sheets/cards are normally located in the school office. Locate the sheet/card with your name, record the time and date. Before you leave the school, you must sign out and return your volunteer badge.

### **Take Directions from the Teacher:**

The volunteer is a very important part of the educational staff who works under the direction of a teacher or another staff member. The volunteer offers support to the teacher but is not a substitute for the teacher. It is the teacher's job to decide the educational plan, and design the activities for the students.

### **Be adaptable:**

Working with students, teachers, schools requires adaptability. You must be willing to adjust to varying facilities, resources, and children. For instance, if the school does not have a room in which to work, or if there are not materials that you need, then make do with what is available.

### **Be Dependable:**

You are a vital part of the education and you are depended upon. It is very important that you be dependable in every aspect of your work with the school, teacher, and especially, the children.

### **Be on Time:**

The teacher has planned activities for you to do which must begin at a specific time. Therefore, it is very important that you be at your job at the agreed upon time.

### **Notify the School if you will be Absent:**

If you have to miss your scheduled time, notify the school as far in advance as possible. Remember, the teacher has planned for you, and if you will not be able to come, adjustments will have to be made.

### **Keep Information Confidential:**

Confidentiality is absolutely essential! Please be aware that information, which you may hear, see, or otherwise acquire while at the school is to be considered privileged information and is to be kept private. Volunteers must respect the confidential nature of school records as well as relationships between staff members and students.

## **Confidentiality is Vital to Crum PK8**

**Please respect the privacy rights of all students.**

Portions of a student's record which include information about the following are confidential:

1. Academic work completed.
2. Grades
3. Standardized test scores, including academic, intelligence, aptitude and psychological tests.
4. Attendance records.
5. Interest inventory reports.
6. Health data.
7. Family background data.
8. Teacher ratings and observations.
9. Counselor ratings and observations.
10. Verified report of serious or recurrent behavior problems.

It is important that volunteers comply with the requirements of the statute with respect to an individual child's privacy rights. The above items, and anything else dealing with personal information about the student are not to be discussed with anyone other than the teacher, with whom the volunteer works, the counselor at school, or the principal. Failure to respect the privacy rights has legal consequences as the statute also specifies that the parents of a child whose privacy rights are not respected have a right to a court action to enforce the violated right by injunction.

## **WHO CAN BECOME A VOLUNTEER?**

Anyone can become a parent volunteer.....senior citizens, parents, business and professional people, college students, military personnel, artists and craftsmen.... your work or hobby can add an exciting dimension in the learning experience of a student.

## **SUGGESTIONS FOR DEVELOPING VOLUNTEER/TEACHER RELATIONSHIPS**

1. Establish a good, firm working relationship with the teacher.
2. Discuss the level of the class, special help needed for students, time at which the teacher needs the most assistance, and the area and goals that the teacher is pursuing.
3. Exchange phone numbers so that, if necessary, contact may be established.
4. Let the teacher know that training you have received, and discuss the job assignment together.
5. Come to the classes at the time and day prearranged with the teacher. She will have changed her work schedule to include you. Also, the students will be relying on your arrival.
6. Be warm, friendly and courteous at all times. Remember teachers have good and bad days, worries and frustrations, and they are bound to show them in some ways.
7. Never disagree with the teacher in front of students or let the students play you against the teacher.
8. Keep channels of communication honest and open. If there is a problem speak about it to the teacher or volunteer coordinator.
9. Let the teacher know if you have discovered a serious problem or handicap that may affect the student's work.
10. Be willing to receive direction and supervision from the teacher or other members of the school staff.
11. Clearly understand the task which has been identified and work toward a specific goal. Don't be afraid to ask questions.
12. Make sure the teacher in charge of the activity is aware of your plan of action, and approves of it.
13. Complete the assignment as quickly and as thoroughly as possible in order to work independently without having every activity assigned.
14. Identify appropriate classroom behavior that the teacher wishes to reinforce and work with the teacher to this end.

15. Do not run to the teacher with small questions or complaints all through the lesson. Check before class, and ask questions after.

**Volunteers must always serve as positive role models. When serving as a volunteer, an individual must refrain from inappropriate behaviors including, but not limited to, the following:**

- Use of profanity
- Use of drugs or alcohol
- Discussion of inappropriate topics
- Making "advances" to a student
- Selling merchandise or actively promoting their business
- Proselytizing (Persuading to a way of thinking or acting)

**Volunteers must hold any information about a student's academic progress, behavior, or a school related incident completely confidential. Any discussion of a student (other than their own child) is restricted to the student's teacher, the guidance counselor or school's administration. (Only appropriate school personnel may discuss individual students.)**

**HELP TO PROMOTE BETTER UNDERSTANDING** by providing additional opportunities for young people and adults to exchange ideas: an important "two-way" fringe benefit.

First and foremost, as a volunteer you help the students at Crum PK8. Whether you work with a child on a one-to-one basis as a classroom volunteer, or as a resource volunteer sharing your special experience with an entire class, you provide the students with an opportunity to meet and work with adults other than their teachers, thus reinforcing the value of education. Volunteers can teach students about the skills people use to make a living, demonstrate other ideas and viewpoints, and in short, provide an invaluable lesson in the world itself.

Classroom volunteers can relieve the teacher of many time consuming, necessary chores. While we expect a great deal of our teachers, they cannot be experts at everything...a volunteer can supply additional knowledge and that "something special" to the curriculum.

Volunteers assist the administration by assisting with office details or by sharing administrative skills from the business world.

As a volunteer you enrich Wayne County by providing our students with a better understanding of our community as a whole.

## **STRUCTURE OF A VOLUNTEER PROGRAM:**

**AT THE SCHOOL:** Each school's volunteer program is individualized to meet the specific needs of the students and teachers at that school.

**I. The Principal is responsible for:**

- \*Determining guidelines such as volunteers in students' classroom, use of lounge, etc.
- \*Assessing the school's needs
- \*Defining objectives for the program
- \*Providing support to all persons involved in the program
- \*Selecting a staff member as school based coordinator who will lead the program

## **GENERAL AIMS OF THE SCHOOL VOLUNTEER PROGRAM**

1. To assist teachers in providing more individualization and enrichment of instructions to their classes.
2. To increase children's motivation for learning.
3. To enrich children's experiences beyond what is normally available in schools through the unique resources, which can be contributed by volunteers.
4. To assist teachers with many non-teaching duties and tasks.
5. To provide an opportunity for interested community members to participate effectively in a school's program.
6. To strengthen school-community relations through positive participation.
7. To build an understanding of school problems among citizens thus stimulating widespread improvement in the total education process.

**Volunteers play an increasingly vital role in the educational process at Crum PK8 because they:**

**Improve the Level of Instruction** in schools by permitting more individualized instruction to the students, under the direction of the teacher.

**Increase School/Community Relations** by bringing more adults from the community to the children to show the relevance of their education.

**Enrich the Curriculum** by adding the experience of the volunteers' special interests, hobbies, and vocations to the knowledge of the classroom teachers.