



**MARYVILLE JUNIOR HIGH SCHOOL**

**PARENT VOLUNTEER HANDBOOK**



**Pride in Excellence**

# **Volunteers are vital to the school community!!! WELCOME TO MJHS!**

## **HOW CAN I GET INVOLVED?**

Maryville Junior High School (MJHS) welcomes parent and community involvement in the life of our school. Parents interested in becoming a part of our parent volunteer program may either complete the Parents Advisory Council (PAC) form or contact the MJHS parent liaison, Janice Cates at 983-2070. In order to promote support for school-wide efforts such as fundraisers, student social events, student support, or classroom support, a Parent Volunteer Opportunities Information form is located on the school website. Parents may indicate their willingness to help with a variety of initiatives. The Parent Advisory Council and Parent Volunteer Coordinators (PCC) work together to coordinate information, and provide yearlong leadership. For needs within a specific classroom, individual teachers may use their own forms and website page for recruiting and scheduling. Parents are encouraged to indicate their interest in being involved by completing the school-wide form, contacting the parent liaison, or individual teachers.

Whether you are working on a school-wide project or in a classroom, your gift of time, energy, and talent allows the MJHS faculty and staff more time to devote to the students. We are very glad you are here.

## **WHAT WILL I DO?**

Depending upon the choices you selected on the Volunteer Opportunities form, you will be contacted by a parent contact coordinator from the PCC or the MJHS parent liaison, Janice Cates. Sometimes there may be more volunteers available than needed for a specific job, so some volunteers may not be contacted. If you do not get a call and you really want to work, feel free to call the school and leave a message for the parent liaison, Janice Cates. MJHS will certainly try to accommodate your talents. You may be asked to do a variety of tasks. They might include making or duplicating materials, assisting students, working in the library, helping in the science, STEM, or technology classrooms, helping with bulletin boards, collecting money, planning social events, assisting with field day, going on club-related field trips to name a few.

If you do not feel comfortable with a task, please say so. With such a wide variety of needs, we can usually find a job more suitable to you. Please, do not hesitate to ask for help. Coordinate your contribution with the PAC or the MJHS parent liaison.

You will not be asked to perform professional duties, such as making lesson plans, evaluating instructional materials, determining grades or group placements, developing schedules, or conducting conferences.

# **CODE OF CONFIDENTIALITY**

**Confidentiality** is critical in a school setting. Be careful what you say about students outside of school. Students should not be subjected to unkind comments about their behavior or public statements about their problems. The right to privacy is one we must protect for all our students. Since you are in the school regularly, you may be asked many questions. If those questions are personal or confidential, please refer the person making the inquiry to the teacher or guidance office.

## **WHAT YOU NEED TO KNOW**

### **CHECK IN PROCEDURE**

When you arrive at school, report to the main office and sign the visitor check-in sheet. Be sure to record the time and location of your volunteer work. All volunteers and/or visitors should wear the visitors' sticky tag throughout each visit. These tags are located next to the visitor check-in sheet. Easy identification of volunteers helps to maintain school security.

You are welcome to eat in the cafeteria at any time. Snacks are located in the teacher workroom. If you prefer to bring your lunch, you may place it in the refrigerator located in the workroom.

### **CANCELLATION**

We all know that at times even the best-made plans go astray. If you cannot keep your scheduled volunteer time, please contact the PCC or MJHS parent liaison. The PAC and/or MJHS parent liaison will then try to fill your time slot with another volunteer.

### **TEACHERS'/PARENTS' WORKROOM**

A teachers'/parents' workroom is located on the 2<sup>nd</sup> floor of the building behind the library. There are different materials, machines, and tools available. All equipment requires prior training for safety and durability. If you have questions, please speak with the librarian, Mrs. Luttrell, or the teacher you are assisting.

### **ITEMS IN THE TEACHER and LIBRARY WORKROOM**

- ✓ Bulletin Board Paper Holder
- ✓ Laminating Machine – to be used only by assigned teacher (unless you have been properly trained)
- ✓ Letter Cutter – follow directions posted
- ✓ Paper Cutter
- ✓ Book Binding Machine – Check with the librarian
- ✓ Telephone – In teachers' room
- ✓ Three Hole Punch – Check with the librarian
- ✓ Miscellaneous items
- ✓ Copy machine

## TRY TO AVOID

- Visiting with other volunteers –This can be distracting in a classroom situation.
- Talking to the teacher during class time unless necessary – Try to save your questions, comments, or suggestions until a specified time when students are not present.
- Passing on confidential information – When you are volunteering, you may hear or come across “privileged” information that is to be kept private.

## HELPFUL HINTS WHEN WORKING WITH STUDENT GROUPS

- Be familiar with the school policy and the teacher’s procedures and rules.
- Instruct the students as though you expect them to comply.
- Be friendly with the students without becoming one of them – They must respect you as an adult.
- Keep your voice as low as possible – Students will get louder as your voice gets louder.

## FINAL WORDS

While there is no “pay check” for volunteering, there are rewards. Research confirms what educators have known for years: students whose parents are involved in the school are more successful and have a more positive school experience. Volunteering in your child’s school helps him/her to learn because your active commitment shows the child the importance of education. In addition, you’ll know what’s going on in the school. You’ll get to know other people in the community. You’ll be important to the teacher, the students, and the school administration for helping us move toward our school’s mission and goals.

You will be making a contribution to education that no else can make – your own personal investment in the future of us all. As a volunteer, you will be providing the extra care and attention that helps make Maryville Junior High School a collaborative environment where faculty, parents, and students work together and take ***Pride In Excellence.***



## **NONDISCRIMINATION POLICY**

It is the policy of the Maryville City School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibility of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title XI, Title VII, and other civil rights or discrimination issues, the American with Disabilities Act, and Section 504 may be directed to Dr. Mindy Stooksbury, Maryville City School System, 833 Lawrence Ave., Maryville, Tennessee, 37803, and telephone (865) 982-7121.