

# Volunteer Training



**Cumberland County  
Schools**

# **Thank you !**



**By signing on as a volunteer, you become a member of our team of professionals that proudly provides educational services to more than 930 students in The Cumberland County Schools!**



# Why are you here?



- HB 136
- Support the schools
- To support ALL children

# Being a Volunteer

- Building a Strong Volunteer Community
- Volunteer Training (mandatory)
- Volunteer Program Benefits



# • If You Can. . .

- 1. Listen to children read.
- 2. Conduct flash card drills.
- 3. Reproduce materials.
- 4. Work in clinic or media center.
- 5. Proctor students taking tests.
- 6. Make and play instructional games.
- 7. Assist with vision screenings.
- 8. Correct student worksheets.
- 9. Prepare bulletin boards.
- 10. Help with book fairs.
- 11. Demonstrate gardening skills.
- 12. Tell stories with puppets or drawings.
- 13. Assist with field trips.
- 14. Assist with lessons in dramatics, photography, knitting or square dancing rope or skipping.
- 15. Set up a 'pretend' grocery store to practice math skills.
- 16. Practice vocabulary with non-English speaking students.
- 17. Discuss careers or hobbies.
- 18. Make puppets.
- 19. Set up science experiments.
- 20. Play a musical instrument.
- 21. Help with handwriting practice.
- 22. Drill spelling words.
- 23. Help with cooking projects.
- 24. Gather resource materials.
- 25. Help children with arts and crafts.
- 26. Help children learn to type.
- 27. Set up or run a school bookstore.
- 28. Help arrange assembly programs.
- 29. Share information about local history.
- 30. Help children learn a foreign language.
- 31. Help children practice games, jumping
- 32. Work with a challenged students.
- 33. Listen to a child—be a mentor.
- 34. Assist with singalongs.
- **Please Help Our Students and Teachers.**



# Why Do People Volunteer?

1. Helping others.
2. Improving the community.
3. Gaining work experience.
4. Utilizing untapped educational skills.
5. Learning new skills.
6. Getting out of the house.
7. Changing the status quo.
8. Staying active and involved.
9. Meeting new people.
10. Being needed.
11. Testing a new career.
12. Making professional contacts.
13. Gaining academic credit.
14. Experiencing different life-styles.
15. Doing satisfying work.
16. Putting a hobby to good purpose.
17. Sharing fun time with family
18. Learning responsibility.
19. Fulfilling a tradition.
20. Being a winner.
21. Meeting new challenges.
22. Using natural gifts and talents.
23. Putting faith into action.
24. Helping a friend.
25. Preserving the past.
26. Influencing others.
27. Searching for a job.
28. Building self-confidence.
29. Empowering others.
30. Meeting others with like values.
31. Being a role model for children.
32. Showing that they care.
33. Gaining recognition.
34. Giving service back to the community.



# ● Working Parents Can Help Too!

- Most volunteer programs are organized around the “traditional” type of volunteer, those that are willing to give numerous hours each week for a complete school term. However, recent studies have shown that the average adult has only five hours of uncommitted time per week. Since many of our volunteer resources involve working parents, design roles that can be filled in short periods of time or that are infrequently needed. Identify volunteer projects that can be done in a day to present to working parents.
- These suggestions are only a beginning:
  - 1. Serve on a weekend beautification project -- painting, landscaping, etc.
  - 2. Count grocery receipts or soup labels for additional school equipment.
  - 3. Cut out items for a bulletin board, or class activities.
  - 4. Serve on the school's Advisory Committee or Advisory Forum.
  - 5. Serve as a committee member for the school's PTA, PTO or PTSA.
  - 6. Identify days in advance for you to take off work to help at school, i.e. field trip days, book fair days.
  - 7. Total volunteer hours for school awards.
  - 8. Look at the school calendar and identify days to take off from work for special school events.



## Supervision

Volunteers always work under the direct supervision of the professional administrative and teaching staff at each school and only with those teachers who have requested services of the volunteer. Cumberland County Schools are responsible for the education, safety and well being of each student. For this reason, you can understand why the teacher, principal or volunteer coordinator may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.



## **Background Check**

The state has approved legislation requiring school districts to have volunteers complete Background Check forms if they are working with students. All volunteers are required to complete a Background Check information form.

## **Sign In & Sign Out**

All volunteers must sign in and out at the main office. As a safety measure, it allows the school to know who is or who has been in the building. (Our insurance requires the school to know who is in the building at all times.) Signing in also helps the school to find you if there is an emergency. Lastly, signing “in” and “out” enables us to collect and tabulate volunteer hours necessary for the school/district report card and many grant applications.

Also, when signing in, please wear your volunteer badge or a visitor's tag each and every time you visit. This will help everyone, including students, to get to know you more quickly and allows the school to know that you have a reason to be there.



## Volunteer Role

A volunteer provides support not only to the students, but also to the teacher, the nature of which is based on the discretion of the teacher for whom you are volunteering. As a parent, you have a unique perspective and ability to understand students. However, as a volunteer, you must act in that capacity first and foremost.

Volunteers must not lend money to students, and shall not indulge the children with gifts, food, or presents.

## Professionalism

Although the job is voluntary, the commitment is professional. Besides maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and practices. Working with the teaching staff requires *flexibility* and a willingness to follow directions. Please be on time! Volunteers' timeliness affects a teacher's ability to execute their daily plan.

*(Please note: Arrive early for field trips and siblings are not allowed on field trips).*

## **Dependability**

Students, teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day, please make every effort to find a substitute. If you cannot find a substitute, notify the teacher or staff member within 24 hours of your scheduled shift. Room parents may be helpful in identifying substitutes.



- **Volunteer Guiding Principles**

While participating as volunteer, you must understand the necessity for **CONFIDENTIALITY**. Any conversations or observations encountered while in school setting are not to be discussed with anyone other than the principal or your supervisor.

All volunteers must complete a new volunteer application each school year.

Always **contact the school ahead of time to inform them when you will be absent** from volunteering.

Always **sign in** and out upon arrival and departure from school on the **volunteer book**.

- Always put on a **volunteer name tag** upon arrival at school.

Call staff either by Ms.; Mr.; or Mrs. Use their last name, never their first name unless the teachers request the students to call them by their first name (example: Ms. Polly).

Different jobs will be available and we will do our best to match you to the type jobs you would like. If you do not like your job assignment please see your teacher or school coordinator for a new job placement. **Don't just quit.** We can always find a position you will like.

Due to liability, we cannot allow non-school aged children to be on campus while you are volunteering in classrooms, office or any other school ground area.



# Confidentiality

Volunteers must protect the teachers' and students' right to privacy. Once a volunteer begins to work in a school setting, s/he becomes privy to knowledge about children's behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases, information of this nature is imparted so that the volunteer can work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their public image. One also forms personal opinions about the professional competency of individual teachers and staff.

Never share knowledge and/or opinions about the professional competency of individual teachers and staff in the community or with anyone who has no legitimate need to know.

Never make comments harmful to the reputation of any pupil, professional or other volunteer.

If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher, or the school. If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our volunteer parents have earned over the years. To help, here are some sample issues that can arise.

**“Wasn't it cute when John . . .”** No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.

**When parents ask you questions . . .** Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don't ask! Don't tell! If parents do have concerns, encourage them to talk to the class teacher.

**When you see or overhear something . . .** As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school. If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

**When students tell you about their family, pet, vacation, etc. . . .**

As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

**When you have a concern . . .** If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

## **Approach** - Be professional and be positive!

- Strive to give each child the best you can and know that other Cumberland County school volunteers do the same when working with your child.
- Respect each child as an individual.
- Respect your co-workers and all school employees.
- If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.
- Don't distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.
- Honor your commitments and be on time.
- Find ways to be positive and notice things that are working well
- Try to make any criticism constructive.
- Remember your time and energy is helping to make Cumberland County Schools a great place to learn!

## While volunteering, the following is required:

- Always follow the instructions given by the teacher.
- Never contradict or try to correct the teacher in front of the students.
- Never interrupt the teacher while he/she is instructing the class.
- Always have a positive, interested, and friendly attitude with students.
- Learn the students name as quickly as you can.
- Always be calm and never get frustrated with the students.
- Always avoid calling across a room or in the halls.
- Never discuss students with anyone other than their teacher.
- Don't compare students' work.
- If you are unable to answer a student's question, check with the teacher for the appropriate answer.
- Never try to rush a student during any activity. This tends to frustrate them.



- **If your child is a student in the classroom in which you are volunteering, treat all students the same and do not give special treatment of your child.**
- **If you are volunteering in your child's classroom and this causing a disturbance and hindrance to the learning of other students, you will be assigned to another volunteer position.**
- **Do not enter your child's classroom unless you have permission to be there.**
- **A teacher cannot conduct class when someone is popping in and out to talk to a student in the classroom.**
- **If a child misbehaves, firmly and calmly request the student to report to the teacher or principal or make the teacher aware of the situation.**
- **Laugh with the student, but make sure you never laugh at them.**
- **Offer praise to students frequently. Always use positives, not negatives, when speaking.**
- **Make sure you know all emergency rules and exits. Check with your teacher as to the disaster plans. If you are the only adult present during an accident, immediately contact the principal or the proper authority. Try to handle the accident calmly, try to handle the situation unless you are not qualified. Remain by the student until the proper authority arrives.**

## **Schedule Teacher Conference Time**

Important conversations deserve preparation and dedicated time. If you need to speak with a teacher about your child, schedule a mutually agreeable time outside of class-time.



## Respectful Behavior

Volunteers are expected to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, and all ethnic/racial and religious groups. Volunteers shall not make any comments that can be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations.

Volunteers shall avoid promoting any commercial products, religious doctrines or beliefs, as well as any political candidates (this includes political buttons) or parties.

## Discipline

Allow the teachers to discipline children. If there are incidents of misbehavior, it is the teacher's job to deal with them. As a volunteer, it is helpful to be specific about rules and expectations with students. Keep limits and boundaries in place. Consistently and calmly work with students taking a neutral stance, restating rules and expectations and offering reasonable choices.



## **School rules**

Due to the site-based decision making process (SBDM), there are different rules and policies in place at each of our schools. You are expected to know and follow the policies and procedures at each individual school. You are also expected to know the school's procedures for safety drills and emergency situations that might arise.

Volunteers are encouraged and expected to have a schedule for when they volunteer. They need a clear understanding of responsibilities and task. Volunteers who are assisting the teacher in the classroom are expected to stick to a regimented schedule. Those who cannot help in a way needed and useful may be asked to stop going to the classroom during instructional time.

## **Volunteer Dismissal**

Every possible effort will be made to retain volunteers, however, the following list below will show just cause for immediate dismissal:

Breaking of school policies.

Mistreating of student (s).

Inappropriate language and/or behavior.

Breaking code of confidentiality.

Any other deemed necessary by Principal or Superintendent.

Conviction of a crime while a volunteer.

***Remember, volunteering is a privilege. Please do not abuse this privilege.***

## **Parking**

Be sure to park in designated visitor parking. Never leave your car, even for a minute, in the loading zone or bus area.



## **Refrain from Hallway Chatter**

Chatting in the hallway is disruptive to teachers and students. If you need to talk with another parent, it is best to do this quietly near the office.

## **Preschoolers/Siblings**

Please do not bring preschoolers or siblings when you volunteer. Exceptions may be made for classroom parties. Check with your teacher.

## **Coats/Purses**

Don't bring anything of value to school. Coats, purses, umbrellas, etc. may be kept in the classroom where you are working.

## **Coffee**

There are no coffee facilities for volunteers. Feel free to bring your own if it will not interfere with your volunteer duties.



## **Smoking**

There is no smoking on school property.



## **Animals**

No dogs allowed on campus. Thank you for being respectful of those with allergies, and for helping to keep our play areas clean.

## **Telephone/Cellular Phones**

There are phones in the office for emergency and school-related calls. Please turn off cell phones or place on silent mode. You may leave the school office number in case of emergencies.

## **Lost and Found**

The lost and found is located in the front office of each school.

## **Workroom**

The workroom contains the copy machine, die cutter, laminator, and paper supplies. Training will be offered in the use of this equipment. If you need help finding something, please ask someone in the front office.

Sometimes there can be a lot of demand for the copy machine. Priority is given first to teachers, then to paraprofessionals, and finally to volunteers. If you are using the machine and a teacher needs it, please make it available to her/him. Be sure to clean up the workroom after you use it. If you leave it messy, the teachers have to clean it.

## **Restrooms**

Please use the adult restrooms.



## **Faculty Workroom/Meeting Rooms**

The faculty workroom is for staff use only. It is important that staff have a place to go where they can speak privately with each other.

## **Emergency Procedures**

If there is a fire, earthquake, “Lock-In”, “Lock-Out” drill or emergency exercise of any kind, please follow your class and do as the teacher instructs the students.

## **Field Trip Specifics**

Fieldtrips can be especially challenging. Teachers recommend that volunteers,

- Act as an authority figure.
  - Realize your 1st responsibility is to help, NOT socialize.
  - Impart NO special favors.
- Abide and enforce the parameters set forth by the teacher.



## **If You Need Help**

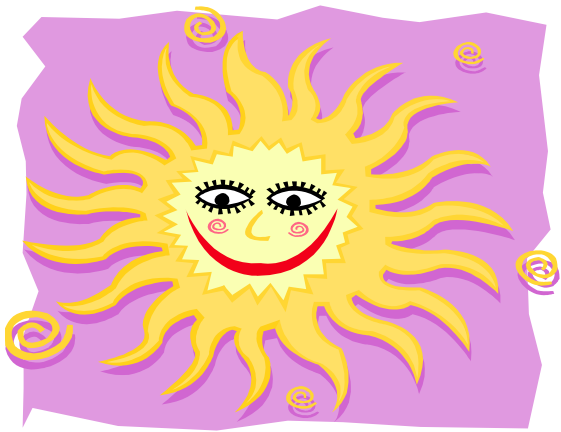
If you have questions, concerns, or just want to talk about your volunteer assignment, please talk with your child's teacher, the staff member you are working with, or FRYSC office in charge of the volunteer program.

## **Checklist for Applying**

- ✓ Complete Application Form
- ✓ Sign Participation Statement
- ✓ Electronic Access/User Agreement
- ✓ Confidentiality
- ✓ Handbook
- ✓ Agree to Criminal Records Check
- ✓ Attend Orientation and Training
- ✓ Determine Your Job Description Agreement (make sure this is filled out and signed before you begin volunteering)
- ✓ Get and Wear Name Tag
- ✓ Sign In Each Time You Volunteer



# Volunteer Self-Evaluation



Follow directions  
Avoid criticism  
Confidentiality

We all want to be around sunshine!

# Sign-In Please

- Sign-In Please
- Visitor Name Tag
- MOMS & POPS Name Tag



# JUNIOR ACHIEVEMENT

## **Thank You!**

- First & Farmers  
National Bank
- Citizens Bank of  
Cumberland County

# Elementary

**Listen to children read.**

**Work in clinic or library.**

**Make and play instructional games.**

**Play games at recess.**

**Drill spelling words.**

**Prepare bulletin boards.**

**Assist with field trips.**

**Practice vocabulary with practice math skills.**

**Share information about local history.**

**Set up or run a school bookstore.**

**MOMS & POPS Program**

**Copying**

**AR Reading**

**Conduct flash card drills.**

**Play a musical instrument.**

**Help children select library books.**

**Help with handwriting practice.**

**Help children with arts and crafts.**

**Help with book fairs.**

**Set up a 'pretend' grocery store**

**Help children learn a foreign language.**

**Discuss careers or hobbies.**

**Assist with sing-a-longs**

**Helping Teachers**

**Tutoring**

**Title I**

# Middle School

- 21st Century Learning Center
- Tutoring
- Homework Help
- Helping Teachers
- Reading
- Copying
- Activities



# High School

- Helping Teachers
- Copying
- Tutoring
- Activities
- Mentoring



# FRYSC

- Clothing Exchange
- School Age Child Care
- Christmas Outreach
- Salvation Army
- Adult Education
- Tutoring
- Mentoring



# NEED

- Volunteers
- MOMS & POPS
- REALITY STORE
- JA
- Readers
- Math Program
- 21<sup>st</sup> Century
- Community Education



# **Harassment and Discrimination Policy**

- **Harassment and discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities.**
- **This prohibition also applies to visitors to the school who may come into contact with employees and students.**



# Points to Ponder



# Never Assume!



**Never assume that problems have been reported by someone else! *e.g. If you see water on the floor, report it to a custodian or the office staff.***

**As a volunteer you are expected to act as a reasonably prudent person would in the same circumstances.**

*While shopping at Wal-Mart, an adult in the community says, “My child will be in third grade next year and I’ve heard Mrs. Smith is a bad teacher. You volunteer in her room, give me the dirt.”*



Scenario  
#1

No information may be released to the community member concerning this teacher. As a volunteer, an appropriate response would be, “I am not able to disclose information about faculty and staff in our school. However, if you have a concern you may want to discuss it with the school principal.”

Answer

*You are a regular volunteer in the office and a parent says to you, “I came to pick up my child at school today and there was a police car outside. What happened?”*



Scenario  
#2

No information may be released to the parent concerning this situation. As a volunteer, an appropriate response would be, “I am not able to disclose information about any student related issues.”

Answer

*A parent confides in you that a 5<sup>th</sup> grade boy in Mr. Atkins' class is picking on her son. She asks, "Do you know this kid?" The volunteer says, "Yes, I know this boy and you do too. He has red hair and glasses."*

*Has the volunteer broken confidentiality?*

Scenario  
#3

Yes! The volunteer gave personally identifiable information concerning this student. **This is a breach of confidentiality.** An appropriate response could be, "Due to confidentiality laws, parent volunteers are not permitted to discuss individual students."

Answer

# General Information

- Never Open the door for anyone, safety systems are in place for persons entering and exiting the building.
- Always sign in and out.
- There are emergency procedure forms located in each office and classroom.
- If you are working a piece of office equipment and have questions, please feel to ask a staff member.



# Congratulations!

- You have just completed the volunteer training required for Cumberland County Schools!
- Remember you are held accountable for maintaining the confidentiality of student information both at work, at home, and in your community.



# Thank You

