



# **VOLUNTEER HANDBOOK**

Revised July 2023

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# INTRODUCTION TO THE VOLUNTEER PROGRAM

## TSD VISION STATEMENT

The Thompson School District will be a school district that empowers, challenges, and inspires students, faculty, staff, parents, school leaders, and community members to learn, achieve, and excel.



## WHAT IS VITAL? Volunteers In Thompson Assisting Learners

In support of the district's mission and vision, the Volunteers In Thompson Assisting Learners (VITAL) volunteer office encourages and supports community partnership through volunteerism in our schools. It does this by bringing together district-supported volunteer programs under one office to encourage networking and to expand the concept of volunteering in Thompson School District.

The VITAL Office works with and supports the site-based efforts of the schools and their volunteer coordinators by managing the online volunteer registration and background check program (VITAL online); providing training for teachers, staff, principals, coordinators, and volunteers; resource materials; a system for placing nonparent community volunteers in the schools; and volunteer recognition support.

The VITAL Office is located in the TSD Administration Building, 800 South Taft Ave., in room 205B. Office hours are Monday through Friday 9:00AM to 6:00PM.

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## WHO ARE SCHOOL VOLUNTEERS?

School volunteers are parents, grandparents, retired citizens, college students, members of churches and civic groups, and other community members who are motivated by a desire to help and make time to give regularly or on a request basis. In a typical year, between 3,000 and 4,000 volunteers donate approximately 120,000 hours in our district.

## YOU ARE VITAL!

Thompson schools are proud to be a part of the millions of hours contributed by volunteers nationally. We welcome you as a school volunteer and thank you for the important part you play in educating the children in our schools.

The purpose of this handbook is to provide school volunteers with general information about volunteering and district information regarding policies and procedures. Your volunteer coordinator or school secretary can provide information specific to your school.

Thank you for sharing your valuable time with our students. You truly are a part of the VITAL difference.

## **VOLUNTEER PROGRAM DUTIES AND RESPONSIBILITIES**

### **VOLUNTEERS:**

- Register online and submit to a background check before volunteering.
- Adhere to the Volunteer Agreement and Volunteer Confidentiality Agreement.
- Watch training videos and read the Volunteer Handbook.
- Update online volunteer registration information yearly during the summer.

### **SCHOOL PRINCIPALS:**

- Select a volunteer coordinator to lead the program.
- Oversee the structure of the school's volunteer program.
- Create the conditions for effective community involvement in the school.
- Ensure that all staff are following TSD policies regarding online registration, background checks, name badges, the volunteer agreement, and the volunteer confidentiality agreement.
- Respond immediately to staff who express concerns about volunteers.
- Report violations of Board Policy KJ or KJ-R to the superintendent or designee.

### **TEACHERS AND STAFF MEMBERS:**

- Communicate volunteer needs.
- Check to make sure volunteers are following TSD policies and procedures and individual school policies.
- Plan for volunteers, including tasks and timelines.
- Train volunteers on classroom policies, procedures, and tasks.
- Get to know the volunteers.
- Communicate with the volunteer coordinator.
- Recognize and show appreciation to volunteers.
- Report violations of Board Policy KJ or KJ-R to the principal.

### **VOLUNTEER COORDINATORS:**

- Teach and monitor TSD policies, including online registration, background checks, name badges, the volunteer agreement, and the volunteer confidentiality agreement.
- Communicate with all staff.
- Recruit volunteers.
- Place volunteers.
- Train volunteers.
- Track volunteer hours.
- Provide support to the secretary and volunteer liaison as needed.
- Help recruit and train a volunteer coordinator replacement.

### **VITAL OFFICE:**

- Manage the online volunteer registration system.
- Administer background checks, reviewing records and denying volunteers who do not qualify based on Board Policy KJ Volunteers.
- Train all staff on the TSD volunteer program policies and procedures.
- Train volunteer coordinators on TSD volunteer program policies, procedures, and management.
- Provide training resources to all volunteers on TSD volunteer policies and procedures.
- Place community member volunteer applicants into volunteer positions.
- Coordinate volunteer recognition and appreciation at all schools in the spring.

## ONLINE REGISTRATION AND BACKGROUND CHECKS

Volunteers must follow all of these policies. They are covered in the “What You Need to Know to Volunteer” training video.

### **ONE-TIME VOLUNTEER VS. REGULAR VOLUNTEER STATUS**

**All volunteers, regardless of frequency or time volunteered, must, at a minimum, get a sex offender background check.** One-time volunteers (see below) must present a photo ID to the school secretary for an on-site screening, but do not have to register. A one-time volunteer is someone who has been invited by a district employee to contribute to the educational experience on a short-term basis. Examples include:

- One-time classroom presenter
- Read Aloud Day reader
- Non-district counselor or social worker working with students and/or staff
- Career Day presenter
- Science Fair judge
- Assembly presenter(s)

**If they volunteer more than once or volunteer for a field trip, they must register and go through a full background check.** This includes volunteers who work after school hours or from home.

### **BACKGROUND CHECK PROCEDURES**

All volunteers who volunteer more than once or for a field trip must register through VITAL online and go through a full background check conducted by the VITAL Office’s independent contractor. The results of the background checks are reviewed by the VITAL Office. Principals, secretaries, and volunteer coordinators are notified when a volunteer does not pass the background check. The volunteer receives both an email and a letter regarding a denial decision.

Background checks are conducted at the district’s expense. All information provided in the authorized volunteer registration/application and all information received by the district through the volunteer background check and/or other sources, shall be considered and maintained as confidential personnel file information under the Colorado Open Records Act and not subject to disclosure except on a “need to know” basis as authorized by law.

**No one is allowed to volunteer for a field trip until they have passed the background check.** This is why there is a **deadline of April 30** every spring for all volunteer registrations. We must ensure there is enough time for background checks to be processed before the majority of field trips take place in May.

Every volunteer receives a **follow-up background check** every three years to ensure the safety of our children. Volunteers receive three emails regarding this requirement with a request to verify. If they do not respond to any of the emails at the end of 67 days, they will be deleted from the volunteer system and unable to volunteer until they receive a follow-up background check.

### **REASONS FOR DENIAL**

An individual’s conviction, deferred judgment, and pending charges of any of the following will automatically result in denial of volunteer service, regardless of how long ago the conviction occurred:

- Any Felony
- Domestic Violence (including restraining orders and assault)

- Child Abuse/Reckless Endangerment
- Two or More DUIs
- Sex Offender

In addition, an individual's volunteer service may be denied if the district determines, in its sole discretion, that such volunteer service would not be in the best interests of the district or would be incompatible with the protection of student health, welfare, safety, or morals, based on information provided in the authorized volunteer registration/application, information discovered through a background check, or information discovered by other means. Determinations in this regard may be appealed to the chief communications officer whose decision shall be final.

Board Policy KJ Volunteers can be found on the district website.

### **UPDATING REGISTRATION INFORMATION**

All authorized volunteers must update their profiles every year during the summer. This includes any new address, phone number, and/or changing or adding schools.

- To update your profile go to [tsd.org/volunteer](http://tsd.org/volunteer). Click the button that says "Returning Volunteers." Log in using the username and password you originally created.

<h2><b>VOLUNTEER AGREEMENT</b></h2>
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1. I must wear my name badge at all times. I must scan it when entering and leaving the school, unless I volunteer in a high school that does not have a scanner.
2. For every student I interact with or observe as a volunteer, I am obligated to report any known or suspected child abuse to the teacher, counselor, or principal.
3. I will remain neutral in my speech and actions with respect to religion and politics.
4. I will immediately report to the principal or his/her designee any injury I sustain during the course of my volunteer work. As a volunteer, I am NOT covered under the district's workers' compensation insurance and if injured while volunteering, I will be responsible for the costs associated with any injury.
5. I will immediately notify the principal of any occurrence that may result in a legal action or claim. I am covered by Thompson School District liability insurance as long as I comply with applicable district policies/regulations and directives from authorized district staff.
6. I will not distribute flyers regarding any business, including my own. The district does not provide an avenue for marketing for commercial, for-profit entities. Any nonprofit group, organization, corporation, individual, club, society, or association that wishes to distribute non-curricular promotional material must submit the material electronically to TSD's Communications and Community Relations Department for approval.
7. If I have a specific day and time set for when I volunteer, I will notify the staff member I volunteer for if I will be absent.

\*Volunteer service may be granted, denied, or revoked at any time at the sole discretion of Thompson School District.

## VOLUNTEER CONFIDENTIALITY AGREEMENT

There are federal and state laws that protect the privacy rights of students and families. There may be instances in which confidential information is discussed in order to better understand students and how we can help them. There may be times when this information is overheard.

1. I must direct questions about the content of students' problems or progress to a district employee authorized to review the records and provide information regarding their content.
2. I agree that if I overhear any information about a student or family, I will not repeat it.
3. I will not discuss with others, while serving as a volunteer or when no longer in a volunteer role, any information about a student that may be considered confidential. This information may include students' academic performance, behavior, disabilities, and/or related matters. If I suspect any breach in confidentiality of student information, I must immediately report it to the principal or his/her designee.
4. I will never take any student information off campus unless authorized in writing by the principal or his/her designee.
5. I understand that I may grade students' papers, but I may NOT enter those grades in a grade book. This would be a violation of the Family Educational Rights and Privacy Act (FERPA).

\*Failure on my part to maintain the confidentiality of student education records and personally identifiable information may disqualify me from further service as a volunteer in the district.

## INDIVIDUAL SCHOOL POLICIES

Every school has their own school policies and procedures. You should be aware of policies that are specific to your school. This may include areas such as playground regulations, fire drill and lockdown procedures, dress code, and designated parking areas. On pages 15 and 16 there is a sheet for documenting this information. The volunteer coordinator will email this sheet to you with the information filled out. However, if you do not receive it or you have questions about any of the policies, please contact your volunteer supervisor or the volunteer coordinator to obtain and clarify the information.

## SCANNING NAME BADGES AND LOGGING HOURS

- Per the volunteer agreement, scan your name badge upon your arrival and departure on the kiosk located in the front office area. High schools do not have a kiosk. So, if you volunteer at a high school, sign in and out on the sign-in sheet located in the front office area.
- Wear your name badge at all times while volunteering.
- Return your name badge to the secretary at the front desk after your volunteer shift is complete. **Volunteers are not allowed to take name badges home.**
- Anytime the kiosk is down, you volunteer off the school site, or you volunteer after hours and the kiosk is not available, log the hours you volunteered on VITAL online.

- If you need information on how to scan your name badge and/or how to log hours on VITAL online, go to [tsd.org/volunteer](http://tsd.org/volunteer) and click the button that says "Volunteer Training/Videos/Handbooks."

## REPORTING CHILD ABUSE

Per the volunteer agreement, volunteers are required to report any known or suspected child abuse to the teacher, counselor, or principal. The Child Protection Act of 1987 contains the following definition of child abuse:

*Child abuse or neglect is defined as an act or omission in one of the following categories, which threatens the health or welfare of a child:*

1. *Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death, and such condition or death is not justifiably explained, or where the history given concerning such condition or death is at variance with the degree or type of such condition or death; or when circumstances indicate that such condition or death may not be the product of an accidental occurrence.*
2. *Any case in which a child is subjected to unlawful sexual behavior as defined in state law.*
3. *Any case in which a child's parents, legal guardians, or custodians fail to take the same actions or to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.*
4. *Any case in which a child is subjected to emotional abuse, which results in an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or a substantial risk or impairment of the child's intellectual or psychological functioning or development.*
5. *Any case in which, in the presence of a child, on the premises where a child is found, or where a child resides, a controlled substance, as defined by law, is manufactured or attempted to be manufactured.*
6. *Any act or omission described as neglect in state law, specifically:*
  - a. *A parent, guardian, or legal custodian has abandoned the child or has subjected him or her to mistreatment or abuse or allowed another to mistreat or abuse the child without taking lawful means to stop such mistreatment or abuse and prevent it from recurring.*
  - b. *The child lacks proper parental care through the actions or omissions of the parent, guardian, or legal custodian.*
  - c. *A parent, guardian, or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other care necessary for his or her health, guidance, or well-being.*
  - d. *The child is homeless, without proper care, or not domiciled with his or her parent, guardian, or legal custodian through no fault of such parent, guardian, or legal custodian.*
  - e. *The child has run away from home or is otherwise beyond the control of his or her parent, guardian, or legal custodian.*
  - f. *A parent, guardian, or legal custodian has subjected another child or children to an identifiable pattern of habitual abuse and the parent, guardian, or legal custodian has been the respondent in another proceeding in which a court has adjudicated another child to be neglected or dependent based upon allegations of sexual or physical abuse or has determined that such parent's, guardian's, or legal custodian's abuse or neglect cause the death of another child; and the pattern of habitual abuse and the type of abuse pose a current threat to the child.*



## **EXPECTATIONS OF VOLUNTEERS**

Volunteering in a school is an opportunity and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and school staff.

- Follow the volunteer agreement and volunteer confidentiality agreement.
- Follow all rules and policies set by the school.
- Watch the training video located at [tsd.org/volunteer](http://tsd.org/volunteer).
- If you volunteer at a high school, log all of your volunteer hours on VITAL online by logging into your account from any computer. See section on logging hours on page 5.
- If you must be absent, call the school and leave a message for the teacher.
- Only sign up for volunteer duties that you can realistically expect to fulfill.
- Dress appropriately.
- Conduct yourself in a friendly, courteous manner and do not show partiality toward any student.
- Discuss any questions or concerns with the teacher, principal, or volunteer coordinator.
- Work under the direction and supervision of the teacher or staff member for which you volunteer.
- Support the teacher and their decisions about content and technique.
- Be dependable and on time.

### **REMEMBER:**

- Be honest. Your approach and attitude will aid in developing trust.
- Be patient. Students having difficulty with a subject do not need additional pressure.
- Be flexible. The needs of children vary.
- Be friendly. With a smile and a thank you, you can accomplish miracles.
- Be respectful. Treat individuals in the same manner you wish to be treated.

## **HEALTH AND SAFETY**

### **INFECTIOUS DISEASES & OTHER PANDEMICS**

Thompson School District has always had a plan in place in case of an outbreak of a health pandemic and adheres those plans to Larimer County Health Department guidelines. That plan has continued to evolve in response to the public health threat of COVID-19 and can change at any time in order to ensure the safety of students, volunteers, and staff. TSD requires volunteers to follow all infectious disease policies and procedures outlined for health and safety, including those related to masks. Should a concern arise again regarding any infectious disease, volunteers will be notified by staff of changes in TSD policies related to the safety of the TSD community.

### **HEALTH**

Please do not come to school if you are ill (this includes a cold, sore throat, or cough). Germs spread easily in a classroom situation. You may feel that you are leaving the teacher short-handed and may want to come in even though you are not well, but this is not good

for you, the children, or the teacher. Please call if you are not able to come in, and be certain that you are completely over your illness when you return.

Children learn by example. Please use good health habits when you are at school by washing your hands with soap and water before handling food and after using the restroom.

### **SAFETY**

- Be aware of the playground regulations and fire drill and lockdown procedures.
- Certain materials need to be watched closely: scissors, saws, sand (it can damage eyes), glass items, and pointed objects.
- Be aware of the specific safety needs of your school and/or program.

## **LEGAL REGULATIONS**

### **INFECTIOUS DISEASES & OTHER PANDEMICS**

Volunteers entering any school property must not have any COVID-19 symptoms present including a temperature of 100.4 or above and coughing or shortness of breath. TSD requires volunteers to follow all infectious disease policies and procedures outlined for health and safety based on Larimer County Health Department guidelines. That can change at any time and volunteers must adhere to any TSD policy changes related to infectious diseases which is communicated by staff.

### **CLASSROOM SUPERVISION**

At no time may a teacher leave a volunteer in charge of an entire class; under Colorado law this is illegal. Volunteers are under the direct control of the classroom teacher or staff personnel at all times. This does not preclude a volunteer from working in a separate room with a child, following the teacher's directions with periodic consultation with the teacher or other TSD certified professional individuals.

### **GRADING PAPERS**

Volunteers may grade students' papers, **but at no time should they have access to students' grades.** Therefore, volunteers **MAY NOT** enter grades in grade books.

### **FIELD TRIPS**

We must ask that volunteers make other arrangements for any children they have who are not in the class for which they are chaperoning field trips. Children who are not in the class will not be permitted on field trips for the following reasons:

- Volunteers act as supervisors of the children and must give their full attention to their group of students when they accompany a field trip.
- Field trips are curriculum-based and age-appropriate.
- Current district liability insurance does not provide coverage for nonstudents.

### **SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

Senior citizens who meet the eligibility requirements and are chosen for a spot in the program can work for a maximum of 30 total hours at minimum wage, which is paid in the form of a check made out to Larimer County to be applied towards their property taxes. This program helps senior citizens who may have financial difficulties. Because the check is made out to Larimer County and the senior citizen does not receive direct payment, **participants in this program are not considered employees.** Therefore, participants must adhere to all volunteer policies and insurance guidelines.

### **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

Thompson School District is dedicated to the principles of equal opportunity. We do not discriminate against volunteers on the basis of race, color, national origin, ancestry, creed,

religion, sex (which includes marital status), sexual orientation, age, genetic information, disability, or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal, written, or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all volunteers.

The district prohibits retaliation against any volunteer or employee for filing a complaint under this policy or for assisting in a complaint investigation.

If you believe there has been a violation of our non-discrimination, equal opportunity, or retaliation standard, please contact the principal of the school in which you volunteer or the VITAL Office. Your complaint will be kept as confidential as practicable.

Please refer to School Board Policies AC and GBA for detailed policies.

### **SEXUAL HARASSMENT**

Thompson School District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or volunteer work.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or volunteer work.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

All volunteers and employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, or email.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

If you believe there has been a violation of our sexual harassment policy, please contact the principal of the school in which you volunteer or the VITAL Office. Your complaint will be kept as confidential as practicable.

Please refer to School Board Policy GBAA for the detailed policy.

## **INSURANCE INFORMATION**

### **LIABILITY INSURANCE**

Volunteers working in Thompson School District schools are covered by the same liability insurance that covers district employees. The district is insured through the Colorado School Districts Self Insurance Pool. All liability claims (or notices that a liability claim may be filed) are to be reported to the district insurance and risk management office.

The Colorado Governmental Immunity Act (CRS 24-10-103) established by the Colorado legislature identifies the types of claims that can be brought against a public entity and also limits the amount of damages that can be awarded against a public entity.

The act also includes coverage for public employees, elected officers and members, and volunteers. "Public employee means an officer, employee, servant, or authorized volunteer of the public entity . . . authorized volunteer means a person who performs an act for the benefit of a public entity at the request and subject to the control of such entity." An authorized volunteer, as defined, would not include volunteers who are volunteering under organizations that have a separate board or oversight group, their own by-laws, charters, etc.

### **HEALTH INSURANCE**

The District has not purchased any health/dental or accident insurance for its volunteers. In the event of an injury or illness, the volunteer will be responsible for the payment of his or her incurred medical/dental expenses.

### **WORKERS' COMPENSATION**

Volunteers are not covered by the Colorado Workers' Compensation Act.

### **TRANSPORTATION IN PRIVATE VEHICLES**

Parents or others transporting students in their own cars should be aware that their personal automobile insurance has sole responsibility in the case of any accident. School District insurance does not cover the use of private vehicles; therefore, it is imperative that volunteer drivers have adequate insurance before transporting any student.

Students under the age of 8 should not be transported in private vehicles by volunteer drivers due to changes in Colorado law requiring the use of booster seats.

Volunteers who volunteer to transport students must complete the Volunteer Driver Authorization (Form D) and submit the completed form, a copy of his or her valid Colorado driver's license, a current Motor Vehicle Report (MVR), and proof of insurance coverage to the district insurance and risk management office at least one week prior to the event. The driver can obtain an MVR, for a minimal fee, at any full-service state Driver's License office or may contact his or her auto insurance agent for assistance with obtaining this information.

## **WAYS VOLUNTEERS CAN HELP AT THE ELEMENTARY SCHOOL LEVEL**

1. Provide individual help.
2. Listen to children read.
3. Set up and assist in learning centers.
4. Reproduce materials.
5. Tell stories to children.
6. Work in health office, library, or front office.
7. Practice vocabulary and spelling words.
8. Help supervise recess.
9. Assist with vision and hearing screening.
10. Grade papers (see Page 5 & 8 for rules).
11. Prepare bulletin boards.
12. Help with book fairs.
13. Help select library books.
14. Assist with field trips.
15. Gather resource materials.
16. Help children with arts and crafts.
17. Help with classroom parties.
18. Set up science experiments.
19. Take attendance.
20. Collect lunch money.
21. Work on perceptual activities.
22. Work with a disabled child.
23. Prepare teaching materials.
24. Supervise students taking tests.
25. Discuss careers or hobbies.
26. Reinforce learning of alphabet.
27. Reinforce recognition of numerals.
28. Drill recognition of color words.
29. Help children with motor skills.
30. Help with handwriting practice.
31. Assist in computer lab.
32. Set up a "grocery store" to practice math skills.
33. Share ethnic backgrounds and experiences.
34. Help with field day.
35. Help prepare assembly programs.
36. Share information about local history.
37. Judge entries at the science fair.
38. Organize fundraisers.
39. Demonstrate pioneer crafts.

## **WAYS VOLUNTEERS CAN HELP AT THE SECONDARY SCHOOL LEVEL**

1. Assist in organizing a career fair.
2. Chaperone field trips.
3. Assist with booster organizations for sports, band, and choir.
4. Help students use library sources and assist with research projects.
5. Assist teachers in gathering resources for units of study.
6. Assist in science and math labs.
7. Help in Family & Consumer Science and Industrial Science & Technology classes.
8. Help build sets or sew costumes for the school play.
9. Help high school students with scholarship applications.
10. Tutor students in math.
11. Discuss careers, travels, hobbies, and other areas of special knowledge.
12. Sponsor school clubs.
13. Assist with student publications, yearbook, and newspaper.
14. Assist special education teachers by giving students extra drills and reinforcement of concepts.
15. Help students who were absent to make up missed work.
16. Help middle school students organize their lockers – especially new sixth-graders.
17. Volunteers who are native speakers from other countries and people who speak foreign languages fluently can give language students extra practice in conversation.
18. Assist guidance offices in helping students find answers to questions about careers, training opportunities, and college selections.
19. Supervise students who are taking tests.
20. Assist non-English speaking students.
21. Contribute to a social studies unit by being a guest speaker.

## CHARACTERISTICS OF CHILDREN AT DIFFERENT AGES

Children and adolescents progressively develop in four areas, which impact their characteristics: physically, intellectually, socially, and emotionally. Among children of the same age, there are general norms in the way they develop in these areas.

### **A 5-Year-Old:**

- Is helpful around the house.
- Prefers mother.
- Needs some assistance with coats, etc.
- Is closed-mouthed at home about school activities.
- Has a vague concept of time.
- Is not fearful.
- Asks many questions about how things work.
- Loves to play dress-up.

### **A 6-Year-Old:**

- Handles and attempts to use tools and materials.
- Can be self-centered, domineering, stubborn, and aggressive.
- Wants and needs to be first, to be loved best, to be praised most, and to win.
- Is usually better-behaved away from home.
- Does a good deal of tattling.
- Carries on long conversations.
- Enjoys father.
- Is restless, overactive, and exuberant.
- Usually likes his teacher.

### **A 7-Year-Old:**

- Does not respond promptly.
- May forget easily.
- Fights with playmates.
- Is interested in magic, puzzles, collecting, and exchanging baseball cards, etc.
- Is concerned about being good.
- Is easier to discipline and is sensitive to praise.
- Complains and sulks.
- Considers his teacher paramount in school.

### **An 8-Year-Old:**

- Enjoys jokes and riddles.
- Makes fewer complaints about teacher.
- Is expansive and speedy.
- Is alert, friendly, and interested in people, but sometimes careless, noisy, and argumentative.
- Gets feelings easily hurt by careless remarks.
- Likes team games.
- Is critical of brothers and sisters.
- Needs frequent reminders about responsibilities.
- Is demanding of mother.
- Is sensitive to criticism.
- Is in need of adult praise and encouragement.

**A 9-Year-Old:**

- Has increased independence.
- Has increasing self-motivation.
- Resents interruptions.
- Likes secret codes and languages.
- Has a strong sense of right and wrong.
- Is easily discouraged.
- Is competitive in work and in play and is afraid of failure.
- Cries only when emotions are overtaxed.
- Is a great worrier.
- Is anxious to please.
- Makes fewer demands on parents.
- Is a loyal and devoted friend.
- Is more interested in talking and listening than in working.

**A 10-Year-Old:**

- Is relaxed, casual, and alert.
- Is one of the happiest ages.
- Has a strong sense of justice.
- Truly enjoys friends.
- Needs schedules.
- Loves the outdoors.
- Is a hero worshiper.
- Wants teacher to be fair.

**Preadolescents:**

- Are awkward, lazy, and restless because of rapid and uneven growth.
- Are very antagonistic and teasing toward the opposite sex.
- Often are over-critical, rebellious, and uncooperative.
- Need warm affection and a sense of humor from adults.
- Are turned off by nagging, condemnation, and being talked down to.
- Need a feeling of belonging and acceptance.

**Adolescents:**

- Often go to extremes.
- Experience emotional instability.
- Are know-it-alls.
- Are very interested in philosophical, ethical, and religious problems.
- Show a step toward adulthood by asserting independence.
- Need acceptance by peer groups.
- Need adult guidance that is kind and does not threaten freedom.
- Seek both dependence and independence.
- Need a constructive recreation, possibly a "worthy cause."

## EFFECTIVE WAYS TO WORK WITH CHILDREN

- Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you. You are very important as a listener.
- Encourage them to do their own thinking. Give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
- If you don't know an answer or are unsure of what to do, admit it to the children and work it out together.
- Encourage children; look for something worthy of a compliment, especially when children are having difficulties.
- Accept each child as he/she is. You do not need to feel responsible for judging a child's abilities, progress, or behavior.
- Respect a child's privacy. If a child or a teacher reveals personal information, regard it as a confidence. **However, you must report any known or suspected child abuse to the teacher, counselor, or principal.**
- Maintain a sense of humor.
- Be consistent with the teacher's rules for classroom behavior, schedule, and atmosphere.
- Wear comfortable clothes and don't hesitate to get down on a child's level.
- Keep your commitment; the children will expect you and look forward to you coming. If you know you will be gone, tell them in advance. Keep all promises and make none that you cannot keep. Children never forget!
- Share experiences that might be of interest. Tell students something about yourself and your family.
- Plan realistic goals with the children that are not too high.
- Keep your explanations and expectations few, short, and clear.
- Remember that reaching a child is often as important as teaching.



## SCHOOL INFORMATION SHEET

**Name of School:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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

**School Website:** \_\_\_\_\_

### CONTACTS

Title	Name	Room/Phone #
<b>Principal</b>		
<b>Assistant Principal</b>		
<b>School Volunteer Coordinator</b>		
<b>School Secretary</b>		
<b>Volunteer Liaison</b>		
<b>Health Office</b>		
<b>Security</b>		
<b>Building Custodian</b>		
<b>PTO/PTA President</b>		
<b>My Supervisor</b>		

\*All email addresses are first name.last name@tsd.org, ie. Lisa.smith@tsd.org

## **SCHOOL POLICIES**

Dress Code: \_\_\_\_\_

Taking and Returning Child(ren) to classrooms: \_\_\_\_\_

Discipline: \_\_\_\_\_

Parking: \_\_\_\_\_

Where/How to Make Copies: \_\_\_\_\_

Staff Lounge: \_\_\_\_\_

Eating and Smoking in the Building: \_\_\_\_\_

Use of Telephones Located in the Building: \_\_\_\_\_

Fire Drill Procedures: \_\_\_\_\_

Lockdown Procedures: \_\_\_\_\_

Field Trip Procedures: \_\_\_\_\_

Other: \_\_\_\_\_

### **TOUR OF SCHOOL - Know the location of the following:**

\_\_\_\_\_ Cafeteria

\_\_\_\_\_ Workroom

\_\_\_\_\_ Others:

\_\_\_\_\_ Library

\_\_\_\_\_ Main Office

\_\_\_\_\_

\_\_\_\_\_ Lounge

\_\_\_\_\_ Media Room

\_\_\_\_\_

\_\_\_\_\_ Restrooms

\_\_\_\_\_ Parking Areas

\_\_\_\_\_

## **VOLUNTEER SELF-EVALUATION**

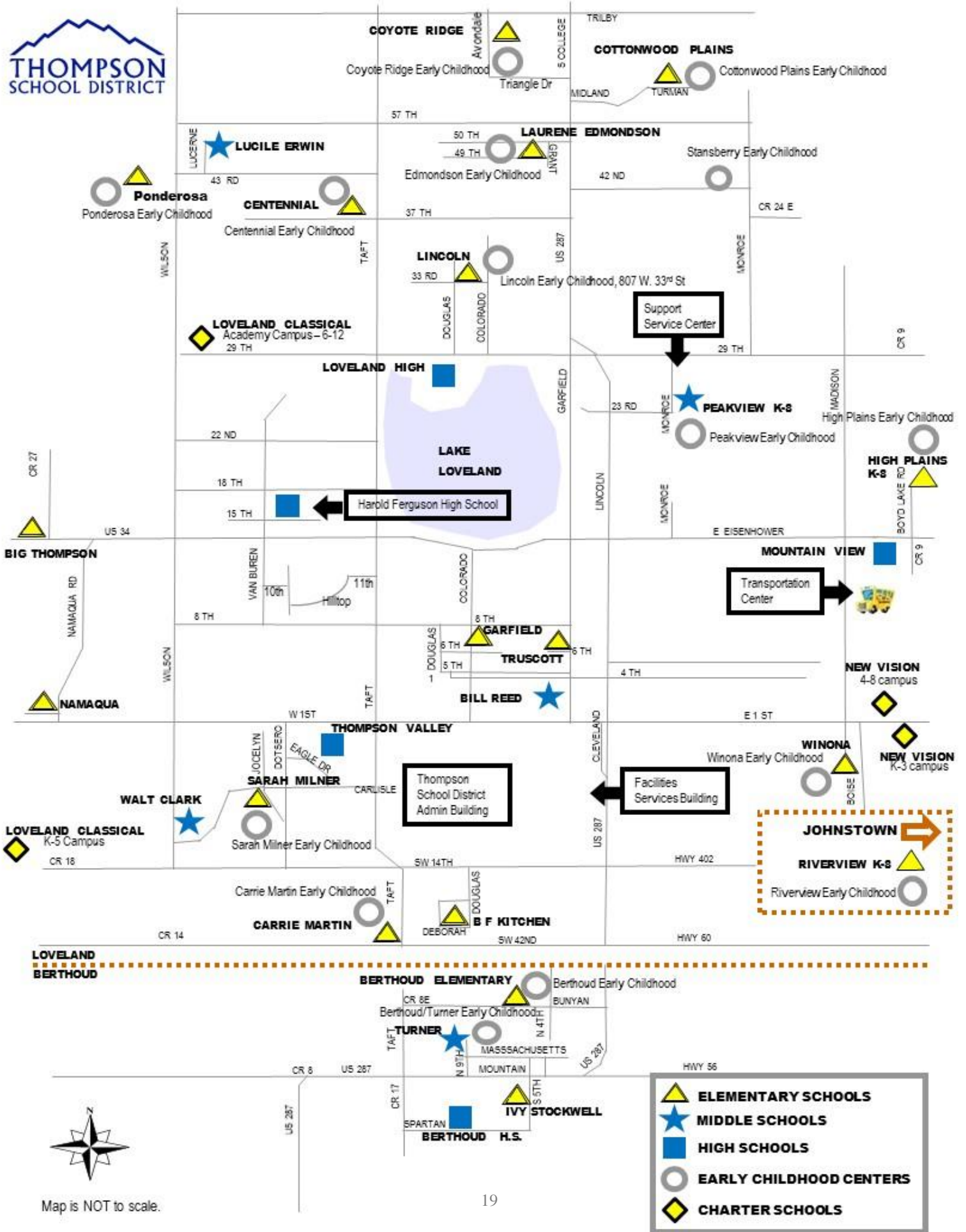
### **Do I:**

- Plan for the activity to which I have been assigned?
- Make myself helpful by offering assistance to the teacher?
- Have a plan for getting children into groups?
- Observe closely so as to know the students' likes, dislikes, preferences, aversions, etc.?
- Find opportunities for giving students choices or do I tell them what to do?
- Observe the techniques used by the teacher and follow them when working with students?
- Emphasize the times when students behave well and minimize the times when they don't?
- Really listen to what students have to say?
- Accept criticisms and suggestions without becoming emotionally upset?
- Follow the directions of the teacher?
- Try to develop a friendly attitude with all of my co-workers?
- Give adequate notice of absences by reporting them to the office before the day begins?
- Realize that my purpose for being in the classroom is to assist the teacher in order that the students might progress more rapidly?
- Give students time to think and refrain from giving them too much help?
- Refrain from interfering between another teacher and student unless called upon for assistance?
- Avoid criticism of the students, teachers, and the school?
- Follow the district rules regarding confidentiality?
- Evaluate myself at regular intervals?

**Thompson School District  
Administration  
800 South Taft Avenue  
970-613-5000**

Berthoud Elementary*	560 Bunyan Avenue, Berthoud	613-7500
B. F. Kitchen Elementary	915 Deborah Drive	613-5500
Big Thompson Elementary	7702 West Highway 34	613-5600
Carrie Martin Elementary*	4129 Joni Lane	613-5700
Centennial Elementary*	1555 West 37th Street	613-5800
Cottonwood Plains Elementary*	525 Turman Drive, Fort Collins	613-5900
Coyote Ridge Elementary*	7115 Avondale Road, Fort Collins	679-9400
Garfield Elementary	720 Colorado Avenue	613-6000
High Plains School (PK-8)*	4255 Buffalo Mountain Drive	679-9800
Ivy Stockwell Elementary	175 5th Street, Berthoud	613-6100
Laurene Edmondson Elementary*	307 West 49th Street	613-6300
Lincoln Elementary*	3312 North Douglas Avenue	613-6200
Loveland Classical Schools (K-5)	3835 SW 14 <sup>th</sup> Street	541-1507
Namaqua Elementary	209 North County Road 19E	613-6600
New Vision Charter School (K-3)	2366 E. First Street	593-6827
New Vision Charter School (4-8)	299 Peridot	593-6827
Peakview School (PK-8)*	2660 Monroe Avenue	613-7300
Ponderosa Elementary School*	4550 Florence Drive	679-9500
Riverview School (PK-8)*	3550 Barkwood Drive, Johnstown	613-7000
Sarah Milner Elementary*	743 Jocelyn Drive	613-6700
Truscott Elementary	211 West 6th Street	613-6900
Winona Elementary*	300 South Boise Street	613-7100
Early Childhood (Stansberry EC)	407 East 42 <sup>nd</sup> Street	613-5052
Bill Reed Middle School	370 West 4th Street	613-7200
Lucile Erwin Middle School	4700 Lucerne Avenue	613-7600
Turner Middle School*	950 Massachusetts, Berthoud	613-7400
Walt Clark Middle School	2605 Carlisle Drive	613-5400
Berthoud High School	850 Spartan Avenue, Berthoud	613-7700
Harold Ferguson High School	1101 Hilltop Drive	613-5300
Loveland Classical Schools (6-12)	3010 W. 29 <sup>th</sup> Street	541-1507
Loveland High School	920 West 29th Street	613-5200
Mountain View High School	3500 Mountain Lion Drive	613-7800
Thompson Valley High School	1669 Eagle Drive	613-7900

\* Schools with Early Childhood/Preschool Centers



Map is NOT to scale.