

WINTON WOODS
CITY SCHOOL DISTRICT

Ensuring *all students* achieve their highest potential
Asegurar que todos los estudiantes alcancen su máximo potencial

Volunteer Handbook






WINTON WOODS CITY SCHOOLS

VOLUNTEER HANDBOOK

VOLUNTEER CHECKLIST

Individuals who wish to become volunteers for any school in the Winton Woods district must complete the following steps:

STEPS	Details	
STEP 1 - Background Check	<p>Make an appointment to complete a fingerprint/background check:</p> <p>Winton Woods Board of Education 1215 W. Kemper Road, Forest Park OH 45240 Appointment: 513.619.2300</p> <p><i>Please Note: This process can take up to several weeks to complete.</i></p>	 <input type="checkbox"/>
STEP 2 - Volunteer Application	<p>Once notified that your background check is in compliance with Winton Woods City Schools Policy #4120.09, please complete:</p> <p><i>Volunteer Application:</i> Complete online or attached</p>	<input type="checkbox"/>
STEP 3 - Volunteer Handbook and Agreement	<p>Read, sign and return to assigned building:</p> <p>1215 W. Kemper Road, Forest Park OH 45240 513.619.2300</p>	<input type="checkbox"/>
ADDITIONAL RESOURCES		
Volunteer Training Videos	<p>For tutoring in grades K-4, please view training videos:</p> <p>www.wintonwoods.org/content2/volunteer</p>	



WELCOME

Thank you for your interest in volunteering in Winton Woods City Schools. Our district values our volunteers and appreciates their willingness to serve our students and staff.

This handbook outlines volunteer guidelines and expectations to create successful educational experiences for our students and staff, as well as for the volunteers themselves. We appreciate your partnership in helping our students achieve their highest potential.

OVERVIEW

Volunteers who are dedicated to helping the students be successful are important members of each school team. Students need to develop relationships with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Common Goals:

- Enrich students' learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education

ACKNOWLEDGEMENT

Winton Woods City Schools would like to acknowledge that portions of the Winton Woods City of the Volunteer Handbook were adapted from the Lake Washington Schools District Volunteer Handbook 2015-16.



EXPECTATIONS AND GUIDELINES

Working closely with the classroom teacher and school staff includes:

- Committing to working in a classroom to support and improve education for all students
- Following the direction of a school staff member
- Seeking help from the teacher when you need additional information or instruction
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher
- Acknowledging that teachers are responsible for discipline in the classroom
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

Working with students includes:

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office and always wear a visitor badge while on school grounds
- Wear appropriate, modest attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- Call the school so the teacher and students will know you will not be there if you cannot make your scheduled volunteer time.
- Refrain from bringing your own children to the school during your volunteer hours.
- Silence your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while working with students.

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields, parking lots and in district vehicles
- No weapons allowed anywhere on school premises even if you have a conceal to carry permit
- No drugs or alcohol allowed
- Do not use school equipment or resources for personal purposes or political or non-school related fundraising.



Maintain Student Confidentiality

Volunteers are expected and required to keep confidential all 'student information' they obtain while working as a volunteer for the district. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. The only person who should be told about a student's work is the student's teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

Interactions with Students

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve the students well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality. All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

ALWAYS keep the door open and lights on.

Do not:

- Take a student or students on private outings
- Initiate social activities with students
- Provide childcare for students
- Ask a student to baby-sit for your family
- Say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators or the teacher you are working with
- Make any comments that are based on gender or could be construed as sexist or racially-biased
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students
- Post anything on class windows that would obstruct a clear view into the room



Gifts

In general, giving gifts to students is not encouraged. If gifts are provided, they should be:

- Identical for all students in the class
- Approved by the teacher or administrator in charge of the program
- Board Policy also prohibits school staff from accepting gifts unless they are of a nominal value

Physical Contact with Students

It is the district's expectation that all physical contact between volunteers and students must be professional and appropriate.

Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee.



VOLUNTEER PLACEMENT

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher or the school. If your volunteer placement does not work for you, the teacher or the school—for whatever reason—your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

Volunteers can help in the school:

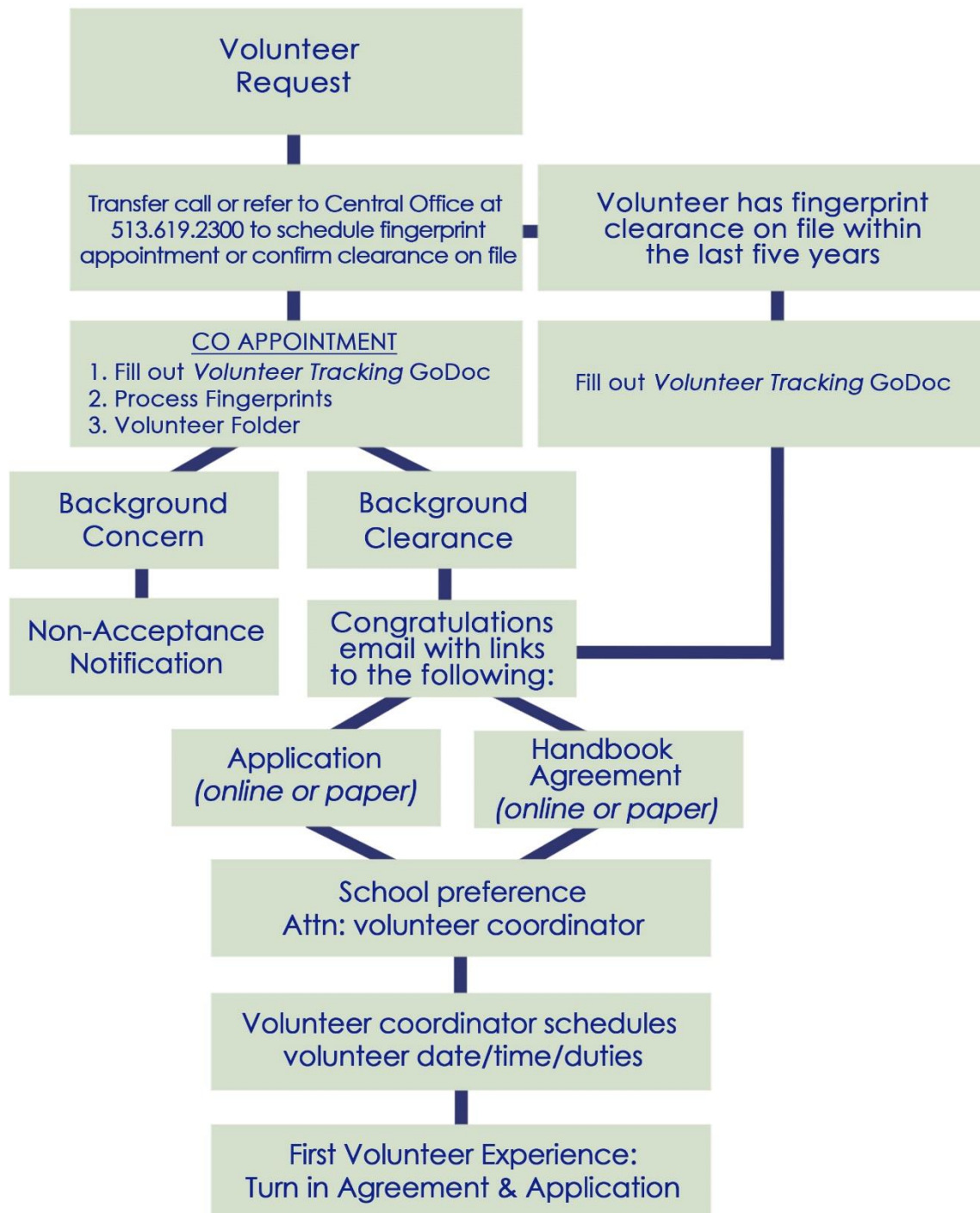
- classroom
- office
- library

All volunteers serve at the sole discretion of the building principal, volunteer coordinator or teacher. Permission to volunteer in a school may be revoked at any time by the building principal or the district volunteer coordinator. In any event, please know that our schools appreciate the time, service and generosity of our volunteers.

SCHOOLS	ADDRESS	COORDINATOR	OFFICE
Winton Woods High School	1231 West Kemper Rd. Cincinnati, OH 45240	Princess Crenshaw Crenshaw.princess@wintonwoods.org	513.619.2420
Winton Woods Middle School	147 Farragut Rd. Greenhills, OH 45218	Keryl White white.keryl@wintonwoods.org	513.619.2440
Winton Woods Intermediate School	825 Waycross Rd. Cincinnati, OH 45240	Kay Robinson Robinson.kay@wintonwoods.org	513.619.2450
Winton Woods Elementary School	1501 Kingsbury Dr. Cincinnati, OH 45240	Kelly Scott scott.kelly@wintonwoods.org	513.619.2490
Winton Woods Primary North	73 Junefield Ave. Greenhills, OH 45218	Kelly Kennedy kennedy.kelly@wintonwoods.org	513.619.2390
Winton Woods Primary South	825 Lakeridge Dr. Cincinnati, OH 45231	Emily Perkins perkins.emily@wintonwoods.org	513.619.2470
Winton Woods Preschool	73 Junefield Ave. Greenhills, OH 45218	Elizabeth Styles Styles.elizabeth@wintonwoods.org	513.619.2347 ext 1
Winton Woods Alternative Education Programs	8 Enfield St. Greenhills, OH 45218	Brenda Hodges-Davis hodges.brenda@wintonwoods.org	513.619.2389



VOLUNTEER ON-BOARDING PROCESS





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PLEASE FILL OUT AND RETURN

VOLUNTEER COMMITMENT AGREEMENT

- STEP 1 Background Check:** I have a completed and received a valid background check.
- STEP 2 Volunteer Application:** I have completed the application.
- STEP 3 Volunteer Handbook:** My signature below indicates acceptance to the expectations and guidelines set forth in the Winton Woods City Schools Volunteer Handbook.

Being the undersigned individual, I agree to perform the volunteer duties to which I am assigned to the best of my ability and in a professional manner. My signature indicates that I have reviewed the expectations and guidelines set forth in the Winton Woods City Schools Volunteer Handbook and that I agree to abide by them.

Volunteer Printed Name

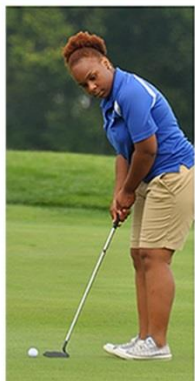
Date

Volunteer Signature

Date

WARRIOR VOLUNTEERS

Thank you for your contribution to...



...our students, our staff
and our community.