



Middleton School District Volunteer Handbook

Middleton School District
5 South 3rd Ave West
Middleton, ID, 83644

ADOPTED 9/14/15

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Volunteer Mission Statement

The Middleton School District is excited about the quality of our schools and the tremendous effort of our staff. As we strive to deliver the very best education possible to our children, we know that exceptional things can happen when parents and members of our business community become involved and are an integral part of that process.

As you demonstrate your personal commitment to volunteering in the Middleton School District, your consistent presence will be evident to our children. Their well-being and success are things upon which we as a community, and you as an individual, place the highest value.

Volunteer Guidelines

Welcome to the Middleton School District Volunteer Program. We appreciate the tremendous value of your participation and are pleased that you are willing to help our students succeed.

1. Please call the school where you are volunteering before school starts, between 8:00 – 8:30 am, if you are going to be absent. The office will then notify the teacher.
2. Upon arrival, please sign in at the respective office and pick up your volunteer badge.

Sign in and out of the building when you volunteer. Volunteer sign in sheets are located in the front office at each school.

Reasons for signing in and out:

- District support is given to the volunteer program based on the understanding that worthwhile volunteer activities are occurring in the schools.
- The number of volunteer positions, areas where volunteer time is utilized, and hours donated are significant indicators and descriptors of each school's volunteer program and future needs.
- New families and teachers moving into the District often inquire about community involvement before making their final decision to allow their children to attend a school.
- Notifies the school that you are in the building.
- Identifies your location in the building in case of an emergency.
- Assures you coverage by the District liability insurance.

Reasons for wearing nametags:

- Identifies you as a volunteer or guest.
 - Allows the staff and students to call you by name.
 - Provides a safe learning environment for our students as an extension of our District security system.
3. Each teacher or school personnel will explain carefully the task to be done. Feel free to ask any questions.
 4. Always keep information about students confidential. Volunteers shall keep information about students and teachers confidential unless law requires disclosure to proper authorities. Any information that

indicates a student may harm her/himself or has been harmed must be reported to the teacher, school counselor, or building principal.

5. If you have concerns or questions about the students' work or task being performed, share these with the teaching staff.
6. If you are uncomfortable working with a student, or if they misbehave, please communicate this with the teacher.
7. If you are uncomfortable with a teacher or a task being performed, share this with the respective building principal.
8. Volunteers must avoid promoting any commercial products.
9. Volunteers must avoid promoting any religious doctrines, or beliefs.
10. Volunteers must avoid promoting any political candidates or parties.
11. Volunteers must not lend money to students and shall not indulge the child with gifts, money, food, or presents.
12. Volunteers will refer all potential disciplinary problems to the classroom teacher or an appropriate staff member.
13. Feel free to volunteer for other tasks for which you have strengths. We really appreciate your help.
 - Volunteers shall work within the rules of the school, as set out by the principal.
 - The volunteer shall maintain appropriate adult behavior at all times and shall expect appropriate behavior from the child.
 - The volunteer shall always treat the teacher, child, child's parent(s), and guardian(s) with respect and shall not criticize or make negative comments about them to or in front of the students.
 - The volunteer shall exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and shall not make any comments that can be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations.
 - Volunteers must avoid promoting any commercial products.
 - Volunteers must avoid promoting any religious doctrines, or beliefs.
 - Volunteers must avoid promoting any political candidates or parties.
 - Volunteers must avoid lending money to students, shall not indulge the child with gifts, money, food, or presents.
 - Volunteers shall be generous with praise and courteous with constructive criticism.
 - Volunteers shall keep information about students and teachers confidential unless disclosure to proper authorities as required by law. Any information that indicates a student may harm themselves and another person must be reported to the teacher or school counselor. If the student reports that she/he has been abused, report this immediately to the teacher or school counselor. This information should not be repeated to friends, relatives, coworkers or other acquaintances.

- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

What You Will Be Learning About Your Child By Volunteering

- You have developed methods of your own for working with children. Your methods probably work well with your own children, and may be very helpful in school situations.
- The teacher you will be assisting has experience with many different children. You can learn additional techniques by watching and adopting her/his methods.
- Listen especially to the way the teacher phrases directions.
- Teachers have to train themselves to state everything in a positive manner in order to keep children headed on the right course.
- You will certainly be learning a great deal about your child by coming to school on a regular basis. You will have an opportunity to see her/him interact socially away from the security of home and family.
- It is important that your presence does not interfere with the proper academic development and social interaction of your child.
- If you sense that your child is continually distracted by your presence be sure to ask the teacher her/his opinion. Reassignment of your volunteer position may be beneficial to both you and your child.

Volunteer Characteristics

- Honest in approach and attitude.
- Patient when working with students.
- Flexible in responding to the needs of students.
- Prompt, dependable, and regular in attendance.
- Friendly to teachers and children.
- Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each.
- Supportive of administration and teaching staff.
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child.
- Willing to be discreet, sincere, dedicated, and prompt.
- Able to recognize the child's need to improve self-image and independent learning habits.
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.

Classroom Volunteer Observation

1. Where do the children wait when the bell rings to come to class?
2. What is expected of them?
Form a line?
Enter informally?
3. What are their names? How many boys? How many girls? Where do they sit? Is there a seating chart? Do they have the same seats all day?
4. How does the teacher get their attention?
5. What do they do when they first enter the classroom?
6. How does the teacher give direction?
7. How are materials distributed?
8. How are children assigned to different groups? Do the children stay in the same group for math, etc., as for reading?
9. What are the class rules for the students? How were they formulated? By the students?
10. Where are the following materials stored?
Writing paper Pencils Construction paper
Chart paper Art supplies Science material
11. Observe techniques used in telling stories; directing physical education; teaching math, reading, etc.
12. How does the teacher motivate the students? What does she/he do if someone is not listening?
13. What materials does she/he use to teach math; reading; creative writing; science?
14. How does she/he group children?

Watch every move carefully. The more observant you are, the more prepared you will be to assist in individualizing instruction.

Be prepared—anticipate ways of assisting.

- a. Know the plans for the day.
- b. Are all the materials on hand?
- c. Are all the materials ready to be distributed in an organized manner?

Remember—for the sake of your success and in order to assist children: NEVER carry tales out of school; criticize one teacher to another; or criticize a teacher in front of students

Tips For Working With Students

Students who feel accepted and liked can learn and be successful in school. Here are some ways in which school volunteers are able to help students have that feeling.

- Greet students in a warm, friendly fashion each time you see them.
- Learn the students' names and use them often. Let them know that they are important.
- Praise students for even the smallest success, but always be sincere and honest. Too much praise won't mean much.
- Listen carefully to what the students want to tell you. Remember what is important to them. Show genuine interest.
- Accept students as individuals and get to know them and their points of view. Don't classify students you meet as poor or slow.
- Refer all disciplinary problems to supervising staff.
- Be comfortable with silences, give the students time to think and organize what they want to say.
- When introducing something, demonstrate it so that the students know what you expect.
- Be absolutely honest with the students. It is all right to say, "I don't know" if you don't. Then try to find the answer.
- Smile! A relaxed friendly attitude creates the best atmosphere for learning.

Benefits of Volunteering

For a More Rewarding Volunteer Experience, you should:

- Be able to follow directions and be flexible.
- Become familiar with the school and classroom policies/ practices.
- Be willing to have short conferences periodically with a teacher or staff person.
- Dress must be appropriate as in a professional setting.
- Contact the building principal if you are not satisfied with your volunteer placement.
- Accept an individual teacher's decision not to utilize volunteers in the classroom.
- Be sensitive to students' and teachers' needs.
- Leave your small children or grandchildren at home where they are more comfortable.

Volunteers Can Expect

- To be treated as a co-worker and part of the educational team.
- To be given suitable assignments and meaningful tasks.
- To be given a designated place of work.

- To be comfortable and happy in an assignment or can request a reassignment.
- To be given guidance, training and direction.
- To be heard.
- To be recognized for your efforts.

Tutoring Hints

You may be asked to help students who need some individual attention. A student who has been absent or who is having difficulty with a particular problem will benefit from your special help. Math and reading are the most common areas for tutoring.

Guidelines:

- Get specific directions about the assignment.
- Work with the student in an area designated by the teacher (hallway or the back of the classroom). Volunteers are to be visible by school staff at all times when working with students. Volunteers shall never be alone in a room with a student.
- Establish a one-to-one relationship with the student by talking first for a minute about the student's likes, hobbies, interests etc.
- Find out exactly where the student is in her/his work by asking them to explain to you some of the work, which has preceded this assignment.
- Let the student work out as much as they can on their own. Provide encouragement, but don't offer assistance too quickly.
- Rather than giving her/him the answer when he asks, direct thinking so she/he can discover the answer her/himself- ("How can I subtract 63 cents from just one dollar?" – Volunteer replies "Well, how many cents are in one dollar?")
"When did Columbus discover America?" Does your social studies book have an index? Perhaps you could find the information if you look under "Columbus." Using these methods takes more time than giving the student the answer, but don't feel in a rush.
- It is essential that she/he understand what she/he is doing, before going any further.

MIDDLETON SCHOOL DISTRICT #134

APPLICATION FOR VOLUNTEER SERVICE

Please complete all requested information

All Middleton School Volunteers are subject to a background check

School Year: _____

School: _____

Volunteer Name: _____

Student(s) name: _____

School: _____ Teacher: _____

Grade / Event: _____

Phone (H) _____ (W) _____

Cell Phone _____ E-Mail _____

General Needs:

_____ Copying daily paperwork (one morning a week)

_____ Tutor **one on one**

_____ Library help

_____ Other _____

_____ Art Volunteer

_____ Career Guest Speaker, topic _____

_____ Where I am needed most

Best time: Mondays from _____ to _____ Thursdays from _____ to _____

Tuesdays from _____ to _____ Fridays from _____ to _____

Wednesdays from _____ to _____ Other _____

Thank you for your willingness to volunteer in the Middleton Schools.

Please leave this completed form at your child's school.

OFFICE USE ONLY:

FORM OF IDENTIFICATION: _____

ALIAS NAME(S): _____

The children you are helping today are the leaders of tomorrow.

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