

# Volunteer Handbook

## **District 742 Volunteer Expectations are to:**

- Perform volunteer duties to the best of your ability.
- Check in at the school office each time you volunteer. Please use the volunteer sign-in sheet or electronic sign-in, in the school's main office.
- Follow the school dress code. No hats or inappropriate clothing.
- Be aware of school schedules.
- Abide by policies and procedures, including all items covered in "Right to Know."
- Report any concerns with your school supervisor and/or Volunteer Specialist.
- No smoking or tobacco use allowed while on school property (including parking lots).
- No weapons allowed.
- No drugs or alcohol allowed.

## **Field Trip Volunteer Chaperone Guidelines**

- All school policies and procedures apply to field trips. You are expected to comply with school and district policies, follow directions given by staff, work cooperatively with other staff and volunteers and model appropriate behavior for students. This includes appropriate language and dress.
- Students must be supervised at all times while on the field trip. As a chaperone, you will supervise a small group of students, help them learn and make sure they behave appropriately. Students are required to stay with you, their chaperone, at all times. Please account for all students regularly and prior to changing activities. Be sure you know when and where to meet the rest of your group at the end of the field trip or visit.
- Volunteers may not administer any medications (prescription or non-prescription) to students.
- Student behavior is your responsibility. School rules related to behavior apply. Review rules and standards of behavior, safety rules and any site-specific rules with students.
- For the protection of both students and chaperones, chaperones should not place themselves in situations alone with a student.

- Eating and drinking are not permitted outside of designated areas and times.
- Family member(s) or friend(s) of a chaperone may not participate in the field trip. Additional small children can distract you from your duties as a chaperone.
- Chaperones must be at least 18 years of age.
- Do not use cell phones while on the field trip (except in an emergency). Business and personal conversations are not considered appropriate during the trip.
- Report accidents or problems to the staff member.
- District 742 has the right to refuse a parent chaperone if they do not comply with these guidelines.

### **Mandated Reporting**

You are a Mandated Reporter. Report any knowledge of a child being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years. (See Board of Education Policy 414) 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.

### **Confidentiality/Data Privacy**

You are expected and required to keep all 'student information' that they obtain while working as a volunteer for the district confidential. 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. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject you and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

### **Safety**

Students learn safety protocols at school and how to respond when alarms sound. District 742 practices safety responses throughout the year. We ask that you support teachers/staff and strive to ensure a calm presence for students.

*Bomb, Chemical, Intruder and Medical*

Students are to follow the Crisis Response Plan.

### *Containment/Shelter in Place*

Normal delivery of instruction occurs and all students remain in the classrooms. Those needing to leave the classroom for emergency purposes and all visitors are provided with escorts throughout the building.

### *Fire*

Everyone is to leave the building when an alarm is sounded; persons failing to do so will face disciplinary and/or legal action. Any student tampering with a fire detection device will be suspended and will be subject to prosecution by the proper authorities.

### *Active Threat Procedures*

Students and staff follow Active Threat Procedures as taught and practiced. The delivery of instruction ceases. Telephones should not be answered and doors should not be opened. Active Threat Procedures are posted near the door in every classroom.

### *Severe Weather*

Students and staff follow the evacuation route posted and follow take cover procedures.

### *Inclement weather*

If school is going to start late, close early, or close due to bad weather, notification will be made through the following communication outlets: [www.isd742.org](http://www.isd742.org), WJON/WWJO, KNSI/KCLD, KISS-FM, KKSR, WVAL/WHMH, KASM, KCCO-TV, KRWC, Cable channel 6, WCCO, and KARE 11 radio. For more information on District 742 weather related announcements, visit [www.isd742.org](http://www.isd742.org).

### **Job Duties**

We require that you stay within the parameters of the assignment that the teacher, supervisor, or Volunteer Specialist has directed. Talk with the teacher, supervisor, or Volunteer Specialist if you have any questions regarding your assignment.

### **Job Assignment**

If the assignment was not what you expected, please notify the assignment Supervisor or the Volunteer Specialist. If your volunteer placement does not work for you, the teacher or the school for any reason, your volunteer assignment may be modified or changed. If you are planning to retire from volunteering, please notify the teacher and/or school as well as the Volunteer Specialist.

## **Restrooms**

For the safety of our students and volunteers, all volunteers are requested to use the staff restrooms.

## **Gifts**

In general, giving gifts to students is not encouraged.

## **Dependability**

Be reliable. If you must be absent, call the school and ask that the teacher be told that you cannot come that day. The student(s) will be disappointed that you cannot come, but will be reassured that you cared enough to call. Do not accept this responsibility lightly. Teachers have planned for you and your student is dependent upon you. Volunteer for only the time you can realistically expect to give.

## **Professional Boundaries & Communication**

All interactions with students should be professional and focused on teaching and learning. It is the expectation of District 742 that all physical contact between volunteers and students must be professional and appropriate.

*We ask that volunteers do not:*

- Initiate social activities with students outside of school.
- Ask a student to babysit for your family, or provide childcare for students.
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place.
- Share your phone number, email address, home address or accept this information from students.
- Take student(s) on private outings.
- Engage in personal relationships with students through the use of social media.
- Make any comments that are based on gender or could be construed as sexist, 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.

## **Classroom Volunteer Guidelines**

If possible, meet with, or communicate with, the teacher prior to your first shift. During this meeting, you can find out about teacher expectations, goals, and ideas for your service.

- Follow classroom rules. As a volunteer, it is required to follow classroom rules in order to be a positive role model for students. Be sure to check with the teacher to find out what these rules are so that you are prepared.

- Arrive on time for your volunteer assignment and be ready to get started upon arrival.
- Enter the classroom as quietly as possible. Learning is in progress.
- When you enter the classroom to begin your shift, please do so as quietly as possible so the classroom remains focused.
- If you already know your assignment, you may get started right away, if you do not yet know your assignment, wait until the teacher can give you instructions during a break.
- Teach how the teacher teaches. Consistency is very important to students.
  - If the teacher instructs students to track with their finger, encourage students to do the same.
  - If the teacher wants students to practice stretching words out, or learn how to spell a word by listening to the word, follow suit.
- Provide feedback to the teacher. If you are struggling in any way with what you are doing (i.e. the students are not listening or do not understand the task or you do not feel that you are helping as much as you can or you would like to try a new task) have a conversation with the teacher.

### **Supporting Students: Building Positive Relationships**

- A student's name is very important. Address the student by name with the correct pronunciation.
- Be sure the student knows and can pronounce your name. Your nametag will help them remember.
- Be a careful listener. Ask questions about favorite activities, family members, friends and personal hopes and dreams. By your words and actions, let the student know that you care.
- Relax, be yourself and keep a sense of humor.
- Students make mistakes. Let them know that making mistakes is part of learning. Do not be afraid to make mistakes yourself.
- Build the student's self-confidence. Praise your student honestly and frequently. Remember attentiveness and effort can be as important as performance. Accentuate the positive while minimizing the negative.

### **Supporting Students: Praise**

Praising a student who is learning a new skill is very important. Take the time to tell them how important and smart they are and how great they are doing.

- Try to tell each student 4 positive things to every 1 corrective statement you make.
- Be specific: Praise for a student with specific examples such as, "You did a great job cleaning up with the class after our last activity" is much more effective than simply telling them, "great job."

### **Supporting Students: Correction & Redirection**

Student behavior can at times be challenging. Disciplinary action must be handled by the classroom teacher. If you have questions, please communicate with the teacher.

### **Supporting Students: Encourage Learning**

Let the student do the work. Let the student work out as much as they can on their own. Provide encouragement, but don't step in too soon. Direct the students' thinking so that they can discover the answer themselves.

- When a child is struggling, refocusing their attention often works. "Take another look at that word" or "try again."
- Use higher-level questions—avoid yes/no answers. Using high-level questions for narrative and informational text are important in developing critical thinking skills.

### **Supporting Students: English Learners (EL)**

English Learners (EL) is a K-12 program that teaches the English language to students whose native language is not English. Our current program includes more than 2,000 students, representing 41 languages other than English.

- Provide wait time for students before helping with answer.
- Many students need time to translate, and even 3 seconds can be insufficient, try counting to 5 in your head before giving additional direction.
- Always keep your vocabulary in line with the teacher or material/homework.
- Avoid the use of idioms - unless you have time to teach kids what they mean. Example: "You hit the nail on the head."
- Many words have more than one meaning, remind students to focus on a specific meaning. Example: root, face, mean, plane, table.

### **Supporting Students: Additional Resources**

#### *District Website*

Learn more about the school or program you plan to volunteer with through [www.isd742.org](http://www.isd742.org). Meet the Principal, review the staff directory and read about current events and activities.

#### *Student Handbooks*

Volunteers are encouraged to review the Student Handbook located at [www.isd742.org](http://www.isd742.org) or on the school website on the district website to learn more about student expectations.

#### *Community Education Website with Volunteer Services Information*

Visit Volunteer Services through [www.isd742.org](http://www.isd742.org) under Community Ed for additional resources to support your service with students and staff.

**For questions please contact Community Education - Volunteer Services at 320-370-8200 or email [Volunteer@isd742.org](mailto:Volunteer@isd742.org).**