Junction Elementary School District

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Junction Elementary School District

Superintendent/Principal – Darin Pust

Junction Preschool

Director – Terry Brock

VOLUNTEER HANDBOOK

Junction Elementary School District Welcomes You!

The Junction Elementary School District (JESD) welcomes parent participation in our school programs. Volunteers have an important and valuable role in our district. Whether you volunteer for one hour or hundreds of hours over the course of a school year, any help you give is essential in enhancing the education of our students. Your help not only enriches the educational programs, but also increases the supervision of students, contributes to school safety, and strengthens the school's relationships with the

community. Thank you for supporting the education of our students and we hope you find your volunteering experience a rewarding one.

The following basic guidelines are established for the benefit and safety of our children, employees, and the campuses. Please take time to read through them. If you still have questions about volunteering, please contact the school office.

Prior to volunteering, all interested parties must complete a volunteer application and participate in a background check that involves fingerprinting, DMV (in cases of becoming a private driver for field trips) and criminal record check, to include the Megan's Law database. Additionally, volunteers with frequent or prolonged contact with students (10 or more times per year) must have on file proof that the volunteer is free of infectious tuberculosis.

By volunteering with Junction Elementary School District, you have a responsibility to the district, the students, and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain the learning environment is not compromised. Generally speaking, we expect each person to act in a mature and responsible manner at all times. District standards of conduct and personnel policies include, but are not limited to:

- Observing safety rules at all times and using common sense in operating any type of equipment.
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
- "Zero Tolerance" for the possession of any type of firearm, weapon, or explosive device on District premises.
- The maintenance of a drug-free workplace. Volunteers are prohibited from being intoxicated or under the influence of alcohol or controlled substances while volunteering. Use, possession, or sale of alcohol or a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
- This is a tobacco-free school district. Tobacco/nicotine products shall not be used on District premises.
- Refraining from proselytizing in regard to religion or politics on District property.
- Maintaining the confidentiality of all personal and privileged information, including, but not limited to, information about students, staff, school programs, or the District.

VOLUNTEER HANDBOOK

Becoming a Successful School Volunteer

There are many volunteer opportunities within the Junction Elementary School District. Individual classrooms, school-wide areas such as the office or the library, as well as the Junction Education Foundation (JEF), all use volunteers extensively.

Usually, individual classroom teachers coordinate their own in-class volunteer opportunities, such as room parents, reading or writing helpers, art docent, field-trip chaperones, etc. Numerous opportunities exist within the Junction Education Foundation as they support the various improvements needed on campus, and fundraising efforts on behalf of the students.

Choose the way you want to volunteer. Choose what is right for you!

- Volunteering does not mean you have to come every day.
- Volunteering does not mean you have to stay at school all day long.
- Volunteering does not mean you have to volunteer all year long.
- Volunteering means you care!
- Volunteering means you want to be involved in your child's school experience!
- Volunteering means you are committed to doing your part to make our school and community a better place to live and grow!

When Volunteering:

Absence and Punctuality

All volunteers should be prompt and dependable for their commitment. If a volunteer is unable to volunteer on a given day, or will arrive late, please contact your site, giving as much advance notice as possible.

Sign In/Out

All volunteers must sign in/out each day with the school office and wear a volunteer badge so they can be properly identified in the school.

Discipline

The District and individual classroom teachers have established rules and procedures related to student discipline. Classroom teachers and school administrators are responsible for student discipline.

If a volunteer sees a student acting inappropriately or has specific concerns related to a student's behavior, it is the volunteer's responsibility to bring such matters to the attention of the teacher or other school administrator. Volunteers must not take corrective measures into their own hands.

Suspected Child Abuse or Neglect

Any volunteer who has any reason to believe a student has been abused, neglected, or maltreated should report it to the teacher or school administrator.

Confidentiality

Volunteers must maintain a strict adherence to confidentiality related to any student, staff, program, school information, or privileged information which they may be exposed to as a volunteer. Volunteers also may not discuss a child's progress with his or her parents. Our students and their families entrust the District with important information related to their personal lives. The nature of this relationship requires maintenance of confidentiality. Volunteering with the District assumes an obligation to maintain this confidentiality. It is essential that volunteers do not share any information about students, even with their own family, friends, or acquaintances. Volunteers must not defame or speak derogatively about students, staff, programs, or the school while at the school or in the community. Because of the seriousness of this

relationship, disclosure of confidential information could lead to the District discontinuing our volunteer relationship with you.

Personal Phone Calls and Pictures

Volunteers are to refrain from using their cell phones in the classroom and when working with, or driving, students. Volunteers are not to photograph or video students unless they have permission from school administration.

Support the Staff

Volunteers should be respectful of the teachers and school staff and should not publicly question or criticize the teacher, staff, or teaching/discipline methods used. Volunteers are responsible for maintaining an attitude of mutual respect, confidence, and supporting a positive learning environment.

Volunteers should become familiar with school and classroom policies and practices.

Respect the Children

Volunteers should consistently demonstrate kindness, tolerance, and sensitivity towards all children. Do not favor one or two students over others, and do not compare one student to another.

Encourage children to do their best and offer genuine praise.

Be friendly, a good listener, and learn the children's names.

Within a single classroom, there will be children of diverse backgrounds, ability levels, personalities, and maturity levels. Please remember that your role as a volunteer is to help all children learn and succeed.

Volunteers may discover it is not always possible or preferable to work directly with their own child. Different children react in different ways when their parent is in the classroom. Some demand more attention, while others totally ignore their parent. Volunteers should be sure to discuss their role as a volunteer with their child and explain why they may not be able to give him/her their usual attention. If a teacher determines that a volunteer should not work directly with their own child, please respect that decision.

Communicate

Volunteers are not expected to know all the answers! Volunteers should ask if they are unsure about how a job is supposed to get done, how equipment works, or anything else they may be unsure of – there are no "silly" questions!

Siblings

As a general rule, volunteers should refrain from bringing other children while serving as a school volunteer, including field trips, unless receiving prior permission from the teacher and Superintendent.

Dress Code

Volunteers should meet or exceed the dress code that is established for students.

Workroom Equipment

District equipment is only to be used for educational/school purposes, not for personal use.

Because of limited planning time available, teachers have priority with the use of copying machines or other workroom equipment. If a volunteer has time available, they may consider offering to copy whatever it is the teacher needs, or completing whatever the task is, and delivering it to the teacher when complete.

Volunteers should not attempt to change copy machine toner if the signal comes on, nor should they attempt to clear paper jams unless they have received training on the copy machines. If a copy machine or other equipment "dies," the volunteer should promptly inform the office staff.

All volunteers shall adhere to the provisions of federal copyright law and maintain the highest ethical standards in using copyrighted materials. The District shall provide no legal support to any volunteer who violates copyright laws.

Computer Software/Technology

Junction Elementary School District does not condone the illegal duplication of software. Copyright law is clear; Title 17 of the U.S. Code states that, "It is illegal to make or distribute copies of copyrighted materials without authorization." The only exception is the users' right to make a backup copy for archival purposes.

Volunteers may be working with technology with students. Please ensure respectful use of the internet. Please be familiar with the School Board's Policy on Acceptable Use of Technology.

Violation of Volunteer Guidelines

Volunteer guidelines are established for the benefit of the children and their needs and safety are our highest priority. Volunteering is considered a privilege. Volunteers who violate the guidelines will result in a sanction that can range between a conversation with school administration to removal of volunteer privileges for a designated period of time. Ensuring a safe, positive learning environment for our students and staff is our highest priority.

Hints for Working with Students

- Relax and be yourself
- Make sure the student knows your name and who you are, and how to address you
- Call the student by name at every opportunity
- Be friendly towards all students
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done
- Students make mistakes; let them know making mistakes is part of learning
- Proceed at the student's own rate of speed
- Do not do for a student what he or she can do for him or herself
- Help build the student's self-confidence. Remember, attentiveness and effort can be as important as performance
- Be patient – remember teachers and students are human

Positive Affirmations

Wow!

Super!

That's amazing/great/wonderful!

Now you've got it!

Good thinking!

I'm so proud of you!

That's a good point!

You really outdid yourself today!

I appreciate the way you're trying

Good for you!

Excellent!

Much better!

That looks great!

Keep it up!

You're working hard!

You're on the right track!

Now you've got the hang of it!

I knew you could do it!

I acknowledge that I have received the Volunteer Handbook for Junction Elementary School District.

_____

Printed Name

_____ _____

Signature Date