

VOLUNTEERS
NEEDED!

PLEASE SIGN UP TODAY

Volunteer Handbook Cabell County Schools

9/8/2011



OUR SCHOOLS NEED YOU

VOLUNTEERS
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PLEASE SIGN UP TODAY

I want to thank you for serving as a volunteer in Cabell County Schools. We are grateful for your commitment and interest in public education and in the young people of your community. We are fortunate to have you in our community both as a citizen and as a friend.

--William A. Smith, Superintendent



PROCESS TO BECOME A VOLUNTEER

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- Complete Volunteer Application and return to school principal.
- Principal reviews, approves and makes a determination on whether or not fingerprinting is required.
- Send a copy to Assistant Superintendent for Leadership Development and Administrative Services.
- Requests for fingerprints, if required, will be arranged by Assistant Superintendent's office.

WHAT VOLUNTEERS DO

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The services of volunteers are utilized in classrooms and offices to accomplish the following objectives:

- To support teachers and school personnel by carrying out non-instructional tasks.
- To provide teachers with more time to work with students.
- To enrich the curriculum and children's learning opportunities.

WHAT VOLUNTEERS DO

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- To provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide.
- To promote a school-home-community partnership for quality education.

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WHAT VOLUNTEERS DO

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- Volunteers perform many different tasks in Cabell County Schools:

Computer support	Hot lunch program
Resource room support	Photocopying and stapling
Site plan committees	Safe arrival program
Classroom parents	Drivers for school trips
Field trips	Reading programs
Fund raising	Assisting with playground supervision
Special events	Assisting teachers with teaching materials
Choir, band, and orchestra	
Library support	Classroom cleanup



WHAT VOLUNTEERS DO

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- Volunteers perform many different tasks in Cabell County Schools:

Coaching	Tutoring
Guest speakers	Communications (telephone committees/newsletters/flyers)
Advisory committees	PTA/PTO
Project work for staff	Health programs
School beautification	Mentoring
Chaperones	



VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

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Cabell County Schools offers a wide variety of volunteer opportunities. Some assignments provide the volunteer with a chance to work with children, while other experiences are available for those who prefer not to work directly with children. Volunteers are able to choose the areas that interest them and decide how many hours and days they choose to contribute.



VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

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- **Classroom Instructional Volunteer:** works directly with individual or small groups of students. Volunteer listens to students read, reinforces basic math skills, or assists students with written assignments.
- **Classroom Assistance Volunteer:** works with teacher and performs tasks such as putting up bulletin boards, correcting papers, preparing teaching aids and specific learning materials, duplicating worksheets, and other jobs which will allow the teacher to have more time to plan for and teach students.

VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

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- **Office Clerical Assistant:** works with the school secretary and office staff to provide support and assistance with duties such as sorting mail, duplication of school newsletters and fliers, getting classroom supply orders ready for distribution, typing, answering phones, and preparing bulletin boards for the office area.
- **Special Education Volunteer:** assists students who attend special education classes in schools throughout the district. For example, physically handicapped students who are unable to write need volunteers to write for them.

VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

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- **ESL (English as a Second Language) Volunteer:** assists students who are not proficient in English. Volunteer may also be asked to serve as an interpreter for parents and school personnel or help a child learn English.
- **Experience Corps Volunteer:** focuses on student literacy in traditional and innovative ways. Sponsored by Retired Senior Volunteer Program (RSVP).
- **Library Volunteer:** shelves books and assists children in locating and checking out their selections.



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- **Lunchroom Volunteer:** helps maintain order in the lunchroom during breakfast and lunch. Serves as an adult resource for students, families, and staff.
- **Local School Improvement Council Member:** serves on the Local School Improvement Council (LSIC) for the school. The LSIC is a group of community members, parents, and school personnel who work together to help provide direction and support for the school and its students.



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- **Music Resource:** demonstrates various instruments, accompanies chorus rehearsals and concerts.
- **Mentor:** typically works one-on-one with a Big Brothers/Big Sisters student or a struggling student. Their major task is to motivate the student to stay focused on school. Through tutoring, setting short-term goals and serving as a role model, volunteers can provide encouragement and friendship to a student needing to build self-esteem.



VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

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- **Recreational Activities Assistant/Chaperone:** provides supervision during social, recreational and other group activities.
- **Reading Tutor:** works with individual students to help instill the love of reading, improve self-esteem and enhance the student's school experience.

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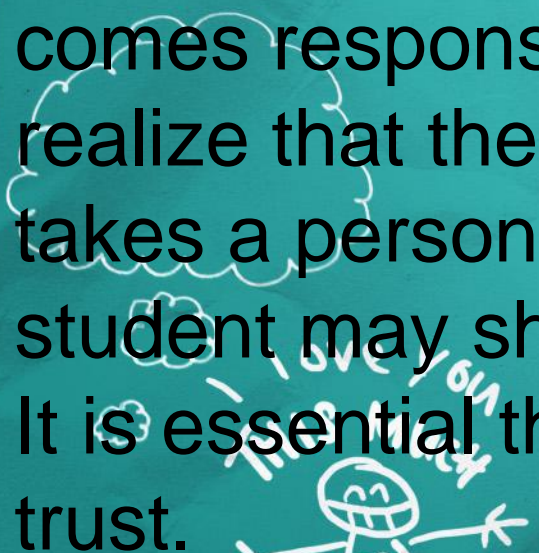
A POSITION OF TRUST



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Volunteers who work in a one-to-one relationship with students have a unique opportunity to help these students build feelings of competence and self-esteem, thus creating an environment for enhanced achievement. But with opportunity comes responsibility. As a student begins to realize that there is someone who does care, who takes a personal interest in the individual, that student may show increasing trust in the volunteer. It is essential that nothing happen to damage that trust.



A POSITION OF TRUST

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- **This means that the volunteer must:**
 - be a genuine friend and role model for the student,
 - accept the student as an individual,
 - follow through on all promised commitments.



QUALITIES OF A SCHOOL DISTRICT VOLUNTEER

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- Everyone who has a genuine interest in children and education is a potential volunteer. Prior teaching experience is not necessary. Volunteers can be:
 - Parents
 - Grandparents
 - College Students
 - High School Students
 - Community Members
 - Community Business Leaders
 - Retired Folks

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QUALITIES OF A SCHOOL DISTRICT VOLUNTEER

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- Cabell County Schools volunteers are very special people. Although they represent many different ages, backgrounds and interests, they all share some important qualities:
 - Are reliable, friendly and flexible people.
 - Know the value of cooperation and positive thinking.
 - Have time and are willing to serve on a regular basis.
 - Recognize that well-educated children are our greatest resource.
 - Possess verbal and non-verbal communication skills.
 - Have good health and moral character.
 - Are willing to accept supervision and responsibility.



VOLUNTEER GUIDELINES



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Cabell County Schools is bound by law and district policy to be responsible for the education, safety and well-being of each student. The district is a smoke-free environment. Volunteers serve in various capacities, but the following guidelines must be adhered to at all times.



VOLUNTEER GUIDELINES



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SUPERVISION

- School volunteers shall work under the direct visual supervision of school or district professional staff. Volunteers are never to be alone with a student, for the safety of the students and volunteers. All volunteer applicants who are not parents of students in the district may be subject to a criminal background/fingerprint check.

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VOLUNTEER GUIDELINES



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DISCIPLINE

- Students rarely misbehave while working with volunteers. However, our schools have detailed plans, and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.



VOLUNTEER GUIDELINES



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CONFIDENTIALITY

- While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This information is confidential. Like teachers, volunteers are bound by a code of ethics to keep this information confidential. Do not discuss this information with anyone who does not have a professional right or need to know. Please do not discuss a child's progress or difficulties with their parents. This is the teacher's responsibility.

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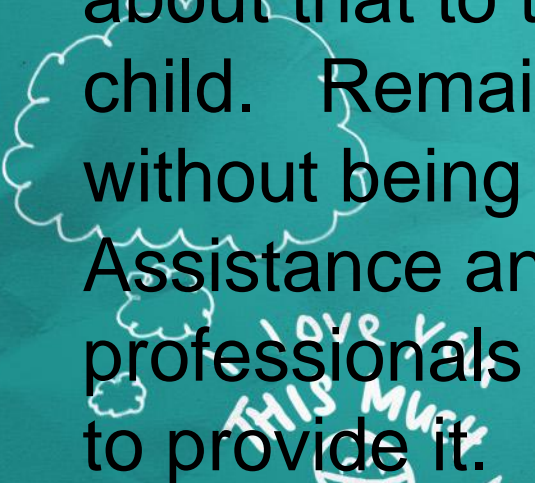
VOLUNTEER GUIDELINES



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REPORTING OF ABUSE

- One of the most difficult things to handle may be when the student who asks the person in whom they have confided to “promise not to tell”. A volunteer cannot make such a promise and should be clear about that to the child. Don’t try to “counsel” the child. Remain merely a sympathetic “listening ear” without being judgmental or trying to offer solutions. Assistance and counseling should come from those professionals with the responsibility and experience to provide it.
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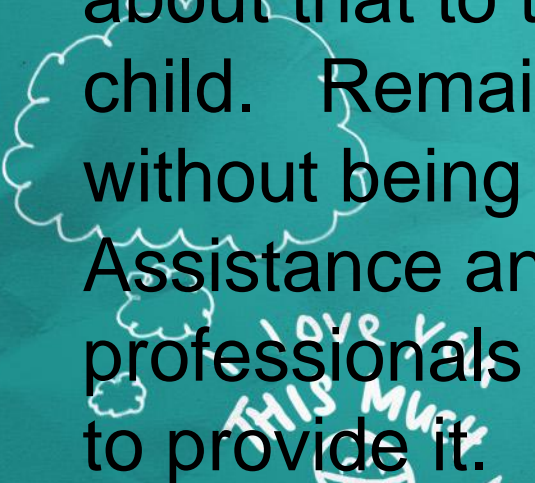
VOLUNTEER GUIDELINES



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REPORTING OF ABUSE, continued

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VOLUNTEER GUIDELINES

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SIGN-IN

- Please be sure and sign in at your volunteer site. It is important that we know you are here! The time you donate is recorded so that we can recognize the value of your commitment.

NAME TAGS

- A volunteer badge is provided. Please wear your badge during your assigned hours of volunteer service.



VOLUNTEER GUIDELINES



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DEPENDABILITY

- Volunteers should always be prompt and reliable. If you cannot make your scheduled shift, please notify the staff as soon as possible. If you are going on vacation, advance notice is always helpful to staff. The work volunteers do is important. Staff and students look forward to and depend on your volunteer assistance.

PERSONAL DOCTRINES

- The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student.
- 

VOLUNTEER GUIDELINES

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DRESS AND BEHAVIOR

- Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that your attire be clean, neat and conservative. Your appearance should attract no undue attention. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as a good model for them to follow.

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VOLUNTEER GUIDELINES



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RESTROOMS

- Staff restrooms are available for volunteers. We ask that you not use student restrooms or accompany students to the student restrooms.

DISPLAYS OF ENCOURAGEMENT

- It is best to reserve any show of support and encouragement to verbal phrases, handshaking and pats on the back. See *Tips for School Volunteers ... Working with Students* for ideas on encouraging students.



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EMERGENCIES

- Check with your supervising teacher regarding procedures for emergency situations in your school. Report accidents or unusual incidents to the teacher immediately.




VOLUNTEER GUIDELINES



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CONTACTING STUDENTS

- During your work as a school volunteer, you will meet many wonderful students. Your work with them will be fun and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to a volunteer's home. Your volunteer assignment is in the school, during school hours, under supervision. If you are interested in working with students outside of school and school hours, you may contact Big Brothers/Big Sisters of the Tri-State for information.
- 

VOLUNTEER GUIDELINES




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GIFT GIVING

- Gifts given to students tend to make the other students feel jealous and left out. Please limit gift giving to small rewards for a job well done or special day. A new pencil, a sticker, or other small token works well. It's always best to check with the teacher first.

DISMISSALS

- Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.
- 

VOLUNTEER GUIDELINES

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MEDICATIONS

- Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a child. If a student becomes ill, follow the school's procedures in regard to notifying the teacher and taking the child to the nurse.



VOLUNTEER GUIDELINES



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INFECTION CONTROL

- Please remember that hand washing is the most important way to prevent the spread of infection. During the course of your volunteer assignment, do not expose yourself to blood or other human body fluids. If the student has a medical emergency, call the teacher. In the case of a bloody nose, direct the student to hold and cover his own nose with a tissue. Staff members have been trained to deal safely in these situations.

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VOLUNTEER GUIDELINES

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• PHOTOGRAPHS

- Please ask the teacher if you would like a picture of your student. Parental permission must be given for this. The teacher or other staff will take the picture.

INSURANCE COVERAGE

- Volunteers are covered by the school district's liability insurance policy while working on or off campus, under the supervision of a staff member in school-sponsored activities. For insurance reasons, children who are not enrolled in school may not accompany volunteers to school for their assignment. Neither health insurance nor Worker's Compensation is available for volunteers through the school district.

VOLUNTEER GUIDELINES

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EATING AT SCHOOL

- If your volunteer time includes the lunch hour, you are welcome to bring your lunch or purchase a lunch from our cafeteria. If you want to eat in the cafeteria, you will need to place your reservation in the office at the start of your visit. Please be prepared to pay for your lunch as you go through the lunch line.



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SPEAKING ABOUT CONFIDENTIALITY

- Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the worry on the part of teachers and principals regarding the possible misuse of privileged information. Once anyone begins to work in a school setting, he/she becomes privy to knowledge about children's behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases, information of this nature is imparted in order that the volunteer might work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

VOLUNTEER GUIDELINES

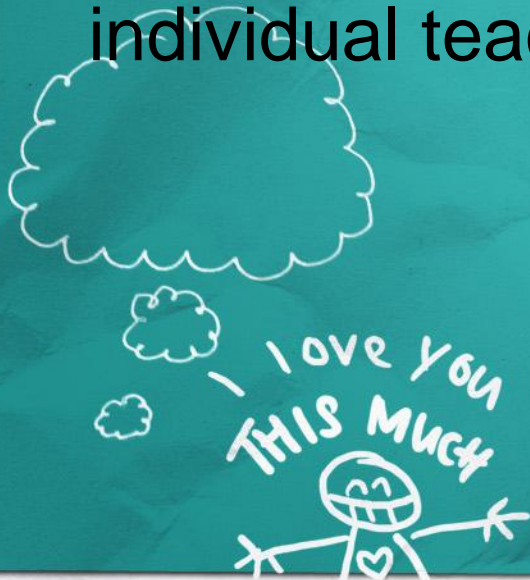


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SPEAKING ABOUT CONFIDENTIALITY

- In addition, volunteers are in a position to learn more about staff members than would normally be learned from their “public image”. One also forms personal opinions about the professional competency of the individual teachers and principals.



VOLUNTEER GUIDELINES

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SPEAKING ABOUT CONFIDENTIALITY

- There is nothing wrong with the volunteer possessing such knowledge and arriving at personal conclusions. This knowledge or these opinions, however, should never be shared in the community or with anyone who has no legitimate need to know. Similarly, care must be taken not to make comments harmful to the reputation of any pupil, professional or other volunteer.



VOLUNTEER GUIDELINES



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SPEAKING ABOUT CONFIDENTIALITY

- If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.
- A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.



TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH TEACHERS AND STAFF

- Staff will welcome your questions and comments. If you don't understand something, always ask.
- Come when you say you will come. Give staff plenty of notice when you won't be available at your appointed or scheduled time.



TIPS FOR SCHOOL VOLUNTEERS

VOLUNTEERS
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WORKING WITH TEACHERS AND STAFF

- Please remember that the teacher's first responsibility is to the students. Personal discussions should wait until lunchtime.
- If you have never been a school volunteer before, you will find there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers before.

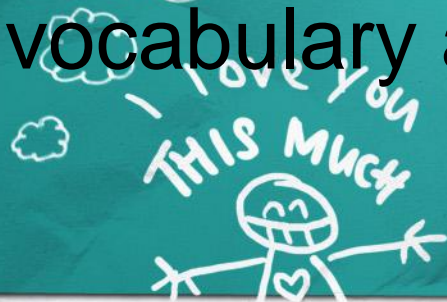
TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH STUDENTS

- Call students by name at each and every opportunity. A child's name is very important. Make every effort to pronounce and spell each child's name correctly.
- Each child is unique. Be ready to accept these differences in background, values, vocabulary and aspirations.



TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH STUDENTS

- Be firm with students and let them know that you care about them. Be positive in comments you make to students so that they feel good about themselves even when they are having difficulty. Avoid saying anything that will make students feel bad about themselves or their ability to learn. Be ready to praise at all times.



TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH STUDENTS

- Encourage students to do their own thinking. Try not to give students answers before they have had an opportunity to solve problems on their own.
- Be aware of the occasional student who may try to get you to do their work for them.



TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH STUDENTS

- It's OK if you don't know all the answers! Admit to the children when you don't know the answer or you are not certain what to do. Work the answers out together with the student or ask the teacher for assistance at the appropriate time.
- Encourage good behavior! If possible, do not pay attention to a child who shows minor misbehavior problems, but do note things that the child is doing well and praise him.



TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH STUDENTS

- Children never forget. If you promise something, be prepared to keep the promise. Be careful not to make promises that you cannot keep.
- Supervise children carefully. Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.

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TIPS FOR SCHOOL VOLUNTEERS

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WORKING WITH STUDENTS

- Keep students on task. You will want the children to learn as much as possible during the short time they spend with you. Keep the lesson or activity moving. Try to avoid allowing students to get you or the group off track for long periods of time by discussing topics that have nothing to do with the lesson.
- Stay positive! Don't get discouraged if you feel that little academic progress is being made. Your very presence and interest is helping the student be successful.

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TIPS FOR SCHOOL VOLUNTEERS

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If you have physical contact with students, limit its use to encouraging and acknowledging a student's efforts and accomplishments:

- Avoid being alone with students.
- If alone with a student, be visible and in an open location.
- Do not spend too much time with one student or group of students.
- Treat all students in the same manner.
- Maintain appropriate boundaries between adult and student.
- If you sense that a student may be developing a personal interest in you, see the principal immediately.

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IN SUMMARY

VOLUNTEERS
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PLEASE SIGN UP TODAY

As a volunteer in Cabell County Schools, you agree to:

HAVE A COMMITMENT

- Have a consistent commitment and be punctual.
- Contact school prior to unavoidable absence.
- Treat others with respect.
- Have a positive attitude.

KEEP CONFIDENTIALITY

- Adhere to the district's confidentiality policy.

IN SUMMARY

FOLLOW SCHOOL POLICY

- Dress appropriately
- Sign in at office and wear nametag.
- Follow classroom rules and supervisor's instruction.
- Meet with students only during assigned periods in school.

PROMOTE COMMUNICATION

- Support other volunteers and staff through constructive feedback.
- Develop positive relationships with staff, students and other volunteers.

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BEFORE YOU START

VOLUNTEERS
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When you arrive at your volunteer site, you will want to ask certain questions in order to feel comfortable with your new surroundings. As you meet with your supervisor or teacher, be sure you are clear about what you will do. You are not expected to know exactly how to go about your job, and you should feel comfortable in asking questions as you go along. If you will be in a classroom situation, be sure to ask the teacher the best time and way to communicate with her so that you are helpful, not an interruption.

BEFORE YOU START

VOLUNTEERS
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- It is best to leave valuables at home or keep them on your person.
- As you tour the building, you may wish to ask about such things as:
 - Where to park
 - Where to sign in and pick up your nametag
 - Where exits and entrances to the building are located
 - Where bathroom facilities for you are located



BEFORE YOU START

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- Emergency procedures
- Use of the teachers' lounge
- Location of the faculty restroom
- Location of available telephone
- Location of supplies
- Where to leave your personal belongings
- Where to eat



FINAL THOUGHTS

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PLEASE SIGN UP TODAY

You are an important member of our learning team and we want you to feel at home in your new environment.

Thank you for volunteering your time and talents for our students!

