

# **VOLUNTEER HANDBOOK**

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**HUSTISFORD SCHOOL DISTRICT**

**2018-2019**

Dear Volunteer,

Thank you for your interest in becoming a volunteer for the Hustisford School District! We are fortunate to live in a community where education is embraced as a top priority by individuals such as you.

Your valuable time and talents will help us provide the best education possible for the children of our district.

This handbook contains information to assist you in your volunteer efforts with the Hustisford School District. Please read the handbook, complete the attached application, and return the application in an envelope to the school office where you plan to serve as a volunteer (elementary or middle/high). Two applications have been provided in case more than one person in the household wishes to volunteer.

If you need additional information, please contact your child's building principal.

Again, thank you for investing in the lives of our students. We appreciate your commitment to our students, our school district, and our communities.

The mission of the Hustisford School District is to “provide each student the opportunity to acquire the necessary knowledge, skills and attitudes to realize his or her potential to lead a fulfilling and productive life”. Volunteers can help us achieve this goal.

#### Who Can Volunteer?

- Parents
- Grandparents
- Family Members
- Community Members
- Retired Persons

The volunteers of the Hustisford School District recognize that children are our greatest resource, are willing to accept supervision as well as responsibility understand and appreciate the work of the school staff, and serve as mentors and role models for our students.

A volunteer is many things: an extra pair of hands, an extra measure of personal warmth, a valuable special resource for classroom enrichment, and a bridge between our school program and the community. We cannot buy what volunteers give our school. It is the intent of our school district to utilize volunteers to enhance our educational programs.

As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in the school. So that you can be more effective, you may want to better understand your role and how your volunteer assignment relates to our school.

We would like to take this time to thank you for volunteering in our school. Your willingness to be involved is truly an asset to our school district.

## Supervision of Volunteers

School volunteers always work under the direct supervision of the professional staff at the school and only with those teachers who have requested the services of the volunteer. Hustisford School District staff is responsible for the education, safety, and well-being of each student. For this reason, you can understand why the teacher or principal may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

## What Kind of Jobs Do Volunteers Do?

### Volunteers:

- Help students improve basic skills through tutoring
- Help students gain successful experiences in learning
- Help motivate students to learn
- Provide special skills and talents
- Provide cultural enrichment activities
- Assist in extra-curricular activities
- Chaperone field trips

## Is There Anything Volunteers Shouldn't Do?

The professional staff at the school is responsible for everything that goes on in the building, including student instruction, safety, and discipline. Volunteers supplement and support the system, but VOLUNTEERS MAY NOT:

- Provide curriculum or teaching plans
- Discipline students
- Have access to materials in students' permanent records (psychological records, grades, health history, etc.)
- Evaluate achievement or discuss student progress
- Counsel students
- Be put in a compromising situation

## Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should in no way discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

### Successful Volunteers:

- Are good role models
- Are dependable and punctual
- Dress appropriately for classroom or field trips
- Respect the student's and staff's confidentiality
- Refrain from giving advice when it is not invited
- Communicate with their teachers
- Accept constructive criticism with a positive attitude

### Hints For Working With Students:

- Be yourself. Warmth and friendliness foster volunteer-student relationships. Maintaining a sense of humor and comfort will help ensure your success with young people.
- Always be consistent with specific rules and practices maintained by the staff of the school. Also, be familiar with school and classroom rules. Read the student handbook before beginning as a volunteer.
- Maintain your position of responsibility and authority at all times. Do not let friendships interfere with your role as a school volunteer.
- Learn teacher and student names.
- Be aware of and sensitive to the unique gifts and needs of individual students. This is critical at all age levels.
- Encourage and praise students for their efforts.

## For Your Safety:

- Each volunteer must sign in and out in the school office.
  - For security reasons and in case of emergency, it is important for school administrators to know who is in the building and why.
- Become familiar with the rules and policies of the school.
  - It is a good idea to read and understand the school's handbook. Ask your supervising teacher to explain the school's policy for fire drills, tornado drills, and other emergency procedures.
- Firearms are not allowed on school grounds.
- No smoking at school facilities. We also request that you treat field trips as if they were on school property and do not smoke while supervising students on field trips.

Persons who wish to serve as volunteers must be approved by the building principal before beginning volunteer duties. All volunteers must have a completed volunteer application form and a signed participation and confidentiality statement on file in the school office prior to beginning volunteer duties. All volunteers must submit to a criminal records check. Volunteer applications forms will remain valid for three years. Following each three-year period a new volunteer application form and a signed participation and confidentiality statement must be submitted and another criminal records check will be processed. Completed applications and the results of the criminal records check are kept in a secured location in the District Office.

Volunteering is the giving of time, energy, and concern. It is an honorable and cherished responsibility of our society.

The Hustisford School District Board of Education wishes to thank each and every volunteer for their participation and dedication to the students of our school district.

Together we can make each child's years in the Hustisford School District a solid foundation on which to build a lifetime of successful achievement.

We consider each of you valuable members of our learning community.

**Hustisford School District  
Volunteer/Chaperone Application Form**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Maiden or Other Name(s): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex:  Male  
 Female

Race:  White  
 Black

Asian or Pacific Islander  
 American Indian or Alaskan Native

Address: \_\_\_\_\_  
Street City Zip Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you currently an employee of the Hustisford School District? \_\_\_\_\_

School(s) where you plan to volunteer/chaperone (elementary, middle, high): \_\_\_\_\_

Are you presently employed? Yes ( ) No ( )

Conditions of Commitment:

As a volunteer/chaperone I agree to:

- Submit to a criminal records check
- Never discipline students
- Dress in an appropriate manner
- Supervise students as required, not just my own child/children
- Treat teachers, staff, students, and other volunteers with respect
- Become familiar with safety and evacuation plans of the school
- Maintain the confidentiality of teachers, staff, and students
- Discuss concerns with either the principal or teacher, not other volunteers
- Abide by all school rules and Board of Education regulations that apply to me
- Honor my commitment to volunteer as scheduled

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[COMPLETE BACK SIDE]

As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships, and confidences of students, parents, and staff should never be discussed with anyone who does not have a professional right to know. Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential, too. If you feel that it is vital for the school to have this information in order to help the student, privately discuss the child's conversation with the teacher or principal.

**Confidentiality:**

**I understand that any information concerning any teachers or students is to remain confidential and not to be discussed outside of the school. I understand that if there is a problem, I need to discuss it with my assigned supervisor of the school principal.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Sex:  Male  
 Female

Race:  White  
 Black

Asian or Pacific Islander  
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Address: \_\_\_\_\_  
Street City Zip Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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