

Champion Local School District

Volunteers Making a Difference

Volunteers Interested in Champion Schools' Education

VOLUNTEER HANDBOOK

Effective Date: 3/ 2008

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Dear Volunteer,

Thank you for deciding to take an active role in helping to make Champion Schools the best they can be! A strong, positive partnership between schools, parents, community members and local business is a great indicator of a successful school district. There is no better way for a community to learn about its schools than through the firsthand experience of volunteers.

This handbook will help answer any questions about our Volunteer Program. It will give you ideas on how you can assist in the schools and tips for working with children. The handbook also provides guidelines and procedures to follow while working in the schools.

We hope you will find personal satisfaction and experience a sense of accomplishment and pride as you participate as a volunteer, knowing that YOU are making a difference. Thank you for the gift of your time, energy and talent.

Sincerely,

Pamela Hood, Superintendent
Cheryl Kirk, Central Principal
Mary Walker, Middle School Principal
Michele Stewart, High School Principal

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YES, I would like to volunteer in the schools!

What do I do now?

Placement of Volunteers:

A teacher or a staff member must request a volunteer before anyone can be placed into a position in one of our school buildings. Volunteer opportunities exist which do not require coming into the schools and working with students, such as athletic events or clerical activities to be conducted in your home. However, if you will be volunteering in one of the school there are certain guidelines you must follow.

1. Fill out a volunteer availability form which includes your name, address, phone number, email address etc. A form must be on file in the Principal's Office before you begin volunteering. In addition to the volunteer availability form, volunteer will need to sign the volunteer release form and confidentiality clause.
2. Meet with the building principal
3. District procedures require Volunteers to have current criminal record check on file with the district (in compliance with State Law) and be approved by the Board of Education for volunteer services.
4. Discuss your assignment with the teacher or staff member you will be working with before you actually begin the job. This will give you an opportunity to become acquainted and learn what to expect from each other.
 - Always report to the MAIN OFFICE when entering a school building and sign the school's visitor sheet.

Note:

By signing the school's visitor sheet, the school is able to maintain security by knowing who is in the building, as well as making it easier for school personnel to find you in case of an emergency.

After signing the school visitor and Volunteer sheets pick up your name badge. This shows the staff and students at the school that you have properly signed in at the office and have the right to be in the school. It also recognizes you as a Champion Schools Volunteer.

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NEED SOME IDEAS OF HOW TO VOLUNTEER IN OUR SCHOOLS?

You can.....

- Tutor students in math, English, science, spelling, reading, and writing oron musical instrument (CMS).
- Provide assistance in writing or math readiness activities
- Help students on computers
- Help with special annual or one-time events
- Make charts, games, costumes, or props for plays in school
- Provide Career Education volunteer
- Serve as Character Education volunteer
- Read or tell stories to children
- Listen to children read
- Prepare teaching materials
- Help with handwriting practice
- Work in a school library
- Escort children to activities
- Assist in Kindergarten screening and orientation
- Assist Art or music teachers in special assignment or programs
- Support athletic coaches

VOLUNTEERING AT CHAMPION CENTRAL

- ***Character Education Council***

Time commitment: 1 day per month Sept -May

Your task: teach a prepared character education lesson
in grades K-4

Volunteers Needed: about 20

Who to see if interested: Mrs. DiChristofaro, guidance counselor

- ***Reading Tutors*** * Must have current BCI/FBI check

Time commitment: $\frac{1}{2}$ hour / 1 day a week Sept - April

Your task: helping student(s) with reading

Volunteers Needed: more than we ever have

Who to see if interested: Mrs. Kirk, Principal

- ***Copier assistance for Teachers***

Time commitment: 2 hours per day each week

Tues for 2 hours etc Sept - May

Who to see if interested: Mrs. Anderson, Central Secretary

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VOLUNTEERING AT CHAMPION CENTRAL (continued)

Special Event Volunteers

Time commitment: usually part of a day
Example of events: Picture Day (1 day in October) **or**
Kindergarten Screening (2 days in April) **or**
Orientation days for students- 1-3 times a year
Your task: provide extra helping hands
Volunteers Needed: more than we ever have
Who to see if interested: Mrs. Anderson, Central secretary

- ***Health Screenings*** (vision, hearing, scalp checks)
Time commitment: usually part of a couple days a year
Example of events: hearing checks, vision checks and or
scalp checks (beauticians and hairstylists
welcome)
Your task: assist the school nurse in these checks
Volunteers Needed: $\frac{1}{2}$ dozen or as determined by the nurse
Who to see if interested: Mrs. Bucco, Central nurse

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The “4 C’s” to successful volunteering

Confidentiality

Any information you may hear or incidents you may see while in one of the schools concerning individual students, their families and/or staff members is considered privileged information and should **NEVER** be discussed with anyone.

Confidential information can only be discussed with the teacher or building principal, never with other students, parents, volunteer or anyone outside the school.

Commitment

Please appreciate the importance of the job you agree to do, as teachers and students will be counting on you. Teachers often plan their daily schedules around a volunteer who has agreed to come in, and students look forward to seeing you.

Inform your teacher as far in advance as possible if any emergency or illness arises and you must be absent. Get to know the other volunteers, so in emergencies you can substitute for each other or trade volunteer days.

Concern

Always try to be warm and friendly. Learn students' names and show interest in what they are doing and telling you. Show the students you care by encouragement and positive reinforcement. If you sense a student has a problem, please inform the teacher. Students can sense genuine concern and will appreciate you for it!

Champion Pride

Always speak supportively of the school district and its employees and students. As a volunteer you have joined the building as a “partner for learning” and as such should demonstrate a positive and supportive attitude toward the building's staff and the work they do with students. Also remember attire is recommended as professional casual dress.

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SUGGESTIONS FOR WORKING WITH STUDENTS

- Encourage students to do their own thinking and give them plenty of time to answer. Silence often means they are thinking and organizing their answers.
- If you don't know an answer, admit it and find the answer together. Feel free to ask students or the teacher for help.
- Use tact and positive comments. Seek something worthy of positive comments, especially when the students are having difficulty.
- To avoid confusing the students, always follow the teacher's guidelines in handling the children with whom you are working.
- Always try to maintain and encourage a sense of humor.