

VOLUNTEER GUIDELINES



Becoming a School Volunteer

Thanks for considering working as a volunteer in our schools and programs. Your participation as a volunteer enhances the educational opportunities for all of our students.

Your participation as a volunteer helps to:

- provide more individual attention and instruction to students
- help students gain a positive self-concept
- increase the students' interest in learning
- provide reinforcement for learning that occurs in the classroom
- help the students feel that learning can be fun
- overcome areas of weakness in learning
- relieve teachers of non-professional tasks
- provide added enrichment to the curriculum
- stimulate interest and support for the education system
- strengthen school-community relations

Volunteer Opportunities

Below is a partial listing of available volunteer opportunities at most schools. All volunteers must complete a registration form before volunteering; forms are available in all the schools.

Instructional Volunteers

These volunteers provide direct services to five or fewer students on a regular basis. Typically, tutors and mentors are in this category.

Tutor

A tutor may work one-on-one with a student or with small groups of students who may need to reinforce basic skills in an academic subject. Placements are made with students from kindergarten through high school and with students in vocational/career/technical schools.

EL – Teaching English for Speakers of Other Languages

EL tutors help non-English-speaking students increase their skills in understanding, speaking, reading and writing English. Volunteers do not need to speak the students' native languages.

Support Service Volunteers

These volunteers provide assistance to school personnel on a regular basis. Classroom/clerical helpers are in this category.

Classroom Helpers

Volunteers work closely with classroom teachers and staff assisting in various projects, keeping records, preparing instructional materials and interacting with students. Duties in elementary schools may include preparing bulletin boards, working on special projects, operating audiovisual equipment, performing clerical duties, making instructional materials, reviewing homework and assisting with testing.

Media Center/Library Assistant

Volunteers in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books and operate audiovisual equipment.

Computer Helpers

Computer helpers share their computer skills and knowledge of hardware and software. Volunteers assist students and/or school staff in classrooms or administrative offices. **Volunteers using computers must be given a copy of the district's computer usage policy (Policy 1001.3).**

Activities Volunteers

Activities volunteers lend a hand to support school extracurricular clubs, groups and events. Areas of involvement for activities volunteers include participating in organizations such as PTA/PTSA/PTO and booster clubs and chess clubs; assisting with sports, music or drama programs. **Any volunteer scheduled to participate on an overnight excursion must be fingerprinted (Idaho Code 33-130).**

Off-Site Volunteering

Not all volunteer activities take place on the school grounds or during school hours. At-home volunteer projects would include creating newsletters, phone recruiting of other volunteers.

Registration, Orientation and Training

Registration

Once you choose to become a volunteer, you must officially register. All volunteers are required to complete a volunteer registration form.

Orientation

Orientation sessions for new and returning volunteers will be scheduled at individual schools. If you are unable to attend this meeting, an individual orientation may be scheduled at another time. In addition, some schools offer training in specific curriculum areas for their volunteers.

Identification/Sign-In

Because students' safety is the responsibility of the school, always report to the school office before you begin your volunteer activity.

- Register in the volunteer logbook or on the computer and obtain your name badge; this is also important in case of emergency.
- Wearing your name badge while in the building and during your volunteer activity will ensure that school staff and students can easily identify you.
- The volunteer log is a record of your hours of service for which the school receives recognition for the number of volunteer hours accumulated. It is also necessary in case of an injury to be covered by the school district's Workman's Compensation.

Dismissal

If a volunteer does not conform to the guidelines outlined in this handbook, the administrator may suggest alternative actions or assignments. If this option does not meet with success, the administrator has the option to terminate the volunteer's placement. Volunteers will not be placed or will be dismissed if they falsify any information on the volunteer registration form.

Volunteers in Public Schools Guidelines

- Volunteers will work within guidelines established by the school administration and will work under the direction and supervision of teachers and school staff.
- Volunteers who will have unsupervised contact (not under the direct supervision of a school district employee) with students must meet the conditions of Idaho Code regarding fingerprinting and background that require volunteers to be fingerprinted (Idaho code 33-130); this includes but is not limited to chaperones on overnight excursions such as band, drama, debate trips.
- Volunteers may not supervise a class during a teacher's absence.
- Volunteers may not bring children who are not registered in the school when they tutor, mentor, assist in the classroom, media center, office, cafeteria, clinic or health screenings.

- Volunteers may not contact students or parents outside of the school setting.
- Volunteers may not enter into games with students on the playground except as directed by the administration.

Drug-Free Workplace

Joint School District No. 2 is a Drug-Free Workplace. Volunteers shall not have consumed alcoholic beverages or taken illegal drugs when working at a school.

Smoking/Vaping

Smoking or vaping are prohibited on all school property.

Dress Code

Volunteers need to follow school guidelines for student dress code. Dress comfortably, but remember that you are a role model for our students.

Attendance

Reliability is expected because teachers and the school staff plan for volunteer assistance. If you need to be absent, call the school as soon as possible and ask that the teacher or your supervisor is told of your future absence.

Blood

The general public has been made aware of blood-transmitted diseases. If there is blood on a student, immediately contact a staff member.

REMEMBER—

- **Follow all safety rules of the school in which you are working.**
- **If an accident occurs, immediately contact a staff member.**
- **Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.**

Confidentiality

By School Board policy, you must keep information you learn about students between yourself and your assigned supervisor. A misplaced comment can be devastating to a student, a family and the volunteer program. Do not contact parents regarding performance or behavior of any students. If you do have questions or concerns, talk with the principal or building administration. Volunteers who breach confidentiality will be dismissed.

Reporting Suspected Child Abuse and Neglect

“According to Idaho Code 16-1619 **any person, including school personnel**, having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or to the Department of Health

and Welfare (Policy 403.72)". Volunteers must also inform the principal that a report will be made; often the principal can help the volunteer make the necessary contact to the appropriate persons.

Student Discipline

As with employees, volunteers should not touch students in an aggressive, disciplinary or sexual nature. It is the teacher's responsibility to discipline the students. Volunteers may only assist teachers and may not have sole responsibility for supervision of students.

Tips for Volunteers

What to do if....

Student Injury:

No matter how minor the injury is, you should immediately notify the teacher or a staff member. Do not attempt to administer any type of aid.

A Student Becomes Ill:

If a student complains of not feeling well, you should notify the teacher or a staff member immediately. You should never administer any form of medicine to the student.

You are Asked to Take the Class Alone:

Because you are not a paid School Board employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

Someone Asks to See a Student:

If any person asks to speak to or take a student, you must direct that individual to the teacher or administrator. Under no circumstances should you grant such a request.

A Problem Arises with Your Supervisor:

If you should encounter any type of problem with your role, please discuss it with the principal.

Someone Asks You How a Student is Doing:

As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

There is an emergency:

In case of an emergency or when you have concerns for student safety, please report immediately to a school official.

You need help:

If you need more instructions in order to perform a task, just ask. Establish a method of communication with the teacher, either written or verbal. If you want to change your assignment, tell the teacher.

Enjoy the students

Be yourself! Accept students in terms of their background, values, manners and vocabulary as theirs may be different from yours. By giving of yourself, by sharing time, by caring...you are making a difference!

Thanks!

Always remember that you are appreciated! Sometimes the staff members get caught up in the tasks of the day and may forget to say "Thanks!" We value the time you give to schools.

Everyday,
An old man walked the beach with a pail,
picking up starfish that had been washed in by the tide,
and throwing them back into the sea.
One day a young boy stopped the old man and asked,
"Why do you throw the starfish back? It doesn't matter.
They will only wash upon the shore again tomorrow."
The old man picked a starfish out of his pail
threw it as far as he could into the sea,
and replied..." It mattered to this one."



West Ada
SCHOOL DISTRICT

VOLUNTEER REGISTRATION

Whatever your talents and/or interests, your school welcomes your time and support. Volunteer Guidelines are available on the district website (www.westada.org). Volunteers are encouraged to help in many ways. Volunteers are to check in at the office upon arrival at school and may need to fill out a volunteer registration form (below). The District Volunteer Guidelines outline responsibilities and expectations of volunteers.

Name: _____

Address: _____

Phone: _____

In case of emergency please notify:

I have read the Volunteer Guidelines and I am willing to follow the procedures outlined. If I am a volunteer for overnight excursions or will be working in an unsupervised setting with a student or students, I understand that I will need to be fingerprinted as per Idaho Code 33-130.

Signature

Date