



Cadott Community School District

Volunteer Packet

VOLUNTEER CHARACTERISTICS, GUIDELINES AND RESPONSIBILITIES

Volunteer Characteristics:

- Honest in approach and attitude.
- Patient when working with students.
- Flexible in responding to the needs of students.
- Prompt, dependable, and regular in attendance.
- Friendly to teachers and children.
- Treat all children fairly, showing no favoritism.
- Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each.
- Supportive of administration and teaching staff.
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child.
- Willing to be discreet, sincere, dedicated, and punctual.
- Able to recognize the child's need to improve self-image and independent learning habits.
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.

Volunteer Guidelines:

- Volunteers are dependable, punctual, and wear nametags while in school.
- Volunteers will dress appropriately, following school dress codes.
- Volunteers work under the direction and supervision of the school staff; the relationship is to be one of mutual respect and confidence. Show the students that you care.
- Volunteers will support teachers, not supplant them. Teachers are responsible for content and instruction in the classroom. Be respectful of new ideas.
- Volunteers shall work within the rules of the school, as set out by the principal.
- The volunteer shall maintain appropriate behavior at all times and shall accept age appropriate behavior from the child.
- The volunteer shall always treat the teacher, child, child's parent(s), and guardian, with respect and shall not criticize or make negative comments about them to or in front of the students.
- The volunteer shall exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and shall not make any comments that can be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers must avoid promoting any religious doctrines, or beliefs.
- Volunteers must avoid promoting political candidates or parties.
- Volunteers must avoid lending money to students, shall not indulge the students with gifts, money, food, or presents.
- Volunteers shall be generous with praise and courteous with criticism.
- Volunteers shall keep information about students and teachers confidential unless disclosure to proper authorities is required by law. Any information about students that harm her/himself or another person must be reported to the teacher or school counselor. If the student reports that she/he has been abused, that information should not be repeated to friends, relatives, coworkers or other acquaintances.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

Volunteer Eligibility:

- Volunteers may not have a drug related conviction within the last 5 years.
- Volunteers may not have a violence related conviction within the last 5 years.
- Volunteers may not have a child endangerment/abuse conviction within the last 5 years.
- Volunteers may not have a felony conviction within the last 5 years.
- Volunteers may not have multiple (more than 1) felony charges within the last 10 years.
- Volunteers may not have a history of criminality/multiple arrest records.
- Volunteers shall disclose all violations of law other than minor traffic violations. Failure to do so will result in immediate revocation of eligibility.

For Volunteers Working with Students:

Tips to ensure a rewarding experience:

Volunteers who use patience and loving care will earn the trust of students and be a source of reassurance and comfort for them. Children pattern themselves after the adults in their lives, including volunteers, who treat them with tender care. Volunteers who are consistent and fair reap the unique rewards reserved for special people in the lives of students.

Here are some tips to help volunteering with students be a rewarding experience:

- Give lots of smiles! Ask children questions about what they are doing. Children love to share what they are creating or playing with.
- Children go through developmental stages as they learn and play. Each child is an individual and develops at a different pace.
- Always remember that the needs of children come first. Completing projects or working on materials can be finished later.
- Whenever possible, try to guide students in a positive way. Example: "Use small voice in classroom", instead of, "Stop yelling!"
- Give children advance notice of activity changes. For example announce, "We have five minutes to play before it is time to clean up."
- Never discuss children outside the classroom. Confidentiality is a must!
- If you are frustrated with a child, ask the teacher for suggestions later. Never discuss a child in front of the child or during class time.
- Help children to help themselves! Encourage a child to try a task by herself. Offer to help the child after she has given a good effort.
- Praise a child for what he/she can do. Never point out what he/she can't do.
- We can laugh with a child, but never at a child.
- Watch for times when children need extra attention or words of encouragement! You can help children feel better about themselves and about their abilities to try there best.
- If possible, allow children to solve their own conflicts or help them to solve their own conflicts.
- Try not to judge who is right or wrong.
- Children will be richly rewarded by warm smiles.



Volunteer Responsibilities:

- Telephone the building office if you are unable to attend at the scheduled time.
- You must sign in and out every time you volunteer in the school office in which you are volunteering. Wear a volunteer nametag while visiting the school building and record hours of service on the designated form in the school office.
- After signing in you will receive your volunteer assignment from the building secretary. There you will receive instruction regarding what you are needed to do for that day. Additional instruction may be needed from the classroom teacher.
- You are setting an example for students, please dress and act in an appropriate way.
- You must keep all student information confidential.
- If there is any question regarding student behavior please see the teacher. If students are acting inappropriately let the teacher know so that they can deal with the child or children. Never discipline the child yourself.
- You are invited to use the staff workroom where you may use the restrooms and purchase soft drinks.
- If there is a specific problem or conflict with your volunteer activity, please let the building principal know immediately so that a solution can be worked out.
- If there is any question or concern you have about a student please talk to the teacher in charge or the building principal.

Volunteers are an integral part of any school. When parents volunteer both families and schools reap benefits that come in few other ways.

Signature

Print Name

Date

PLEASE LEAVE THIS PAGE WITH THE BUILDING SECRETARY

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VOLUNTEERS IN THE SCHOOLS
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The Cadott Community School District feels that volunteers can be a very worthwhile resource for our school district to use in promoting community involvement in the schools and assisting school staff and student in school activities. Children benefit from the individualized attention volunteers can provide; teachers benefit by having more time for actual instruction; the school benefits by receiving services that might otherwise have to be paid for; and the volunteers themselves benefit by feeling a sense of accomplishment. A background check will be conducted by the central office.

Specifically, volunteers can;

- Enrich that school program by sharing their experiences and talents with students.
- Stimulate community interest, concerns and support for education.
- Provide an opportunity for interested community members to become directly involved with education.
- Relieve the teacher of some of the non-instructional tasks and duties, therefore, enabling the teacher to spend more time directly on instruction.
- Provide students with reinforcement for lesson skills.
- Strengthen school-community relations through direct and positive participation in the schools.
- Improve student self-images and help make learning fun.
- Enhance all aspects of the education process.

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Cross Ref 353-Rule, Volunteer Program Responsibilities
 353-Exhibit, Volunteer Agreement
 353-Exhibit 2, Volunteer Packet

CADOTT COMMUNITY SCHOOL DISTRICT VOLUNTEER PROGRAM RESPONSIBILITIES 353 RULE

Administrative Role

The School Administration will annually, make known to the public that the schools in the Cadott Community School District will welcome volunteers. As well, each volunteer will be asked by the principal to sign the Volunteer Agreement and the principal will keep this record on file for the duration that the individual does volunteer work in the District.

In addition, the building principal will assist the classroom teacher in the selection process of the volunteer and in periodic evaluation of the contribution to the educational process the volunteer is contributing.

Appropriate recognition for the volunteers will be done on a yearly basis. The building principals will coordinate this.

Volunteer Role

The school volunteer shall be expected to abide by all school rules and regulations when performing their assigned responsibilities.

Volunteers will be restricted from access to confidential information in students and employee files.

Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers shall be;

- Treated with respect as co-workers.
- Given a considerate assignment suited to his/her abilities and interest.
- Given guidance when needed or requested.
- Trained for duties expected of them.
- Given recognition for a job well done.

