

Fairview R-XI School District

Volunteer Handbook



Volunteer: it's as easy as 1, 2, 3...

1. Return completed Volunteer Application to the school office.
2. Sign and return a Confidentiality Agreement.
3. Proof of FBI background check.

1. Why Volunteer?

Enhancing Student Growth (academic and behavioral)

The earlier in a child's educational process parent involvement begins, the more powerful the effects. Decades of research show that when parents are involved students have:

- Higher grades, test scores, and graduation rates
- Better school attendance
- Increased motivation and better self-esteem
- Lower rates of suspension
- Fewer instances of disruptive or violent behavior

Building a School Community of Learners

There are many ways parents, grandparents, and community members can support the students and staff in our elementary buildings. In conjunction, there are many ways that our staff would like to offer support to our families and school community. We would be happy to provide information or answer your questions at any time. (Remember, there is no such thing as a question too silly to ask!) Please feel free to ask us about Curriculum, Teaching Strategies, Discipline Ideas, Motivation Strategies, Time Management, School/State Expectations and so on! We look forward to working with you!

2. The Role of the Volunteer

A school volunteer can assist and support building goals and initiatives in many ways (in or out of the school building)! In a classroom, the volunteer can assist the teacher in a variety of ways, thereby freeing the teacher to focus more time on the teaching/learning process. If you find you are not comfortable helping in a classroom setting, there are numerous ways you can offer other kinds of much needed support! If transportation is a concern, there are many things you can help with right from your own home!

Expectations For Our Volunteers

- All mandatory paperwork, which may include character references, must be handed in to the main office, annually, before you may volunteer
 - Within the school environment, please communicate in a positive and respectful manner at all times
 - All classroom volunteers must meet or speak with the classroom teacher regarding classroom expectations, prior to volunteering
 - The teacher is in charge of all phases of classroom activity and when working as a volunteer please remember to take direction from the teacher
 - If you don't understand your role or responsibilities for any given task, please ask for clarification. We are happy to explain!
 - Siblings and/or other non-students may not accompany our volunteers as your undivided attention is needed for our students
 - Consistent misbehavior (from students) and/or disrespectful behavior (from parents or their child) may result in ineligibility for some types of volunteering
 - Parents **WILL NOT** be allowed to volunteer with their children during instructional time.
- *Please be flexible. You may be needed in a classroom other than your child's.***

Ways Volunteers Can Support our School (in school or from home)

- Helping your child be successful by monitoring homework practices
- Attending parent organization meetings
- Listening to or reading stories to groups of students
- Helping in our library
- Putting up displays or bulletin boards in classrooms or hallways
- Typing stories or other student work
- Participate in fundraising and community outreach programs
- Helping teachers make various teaching tools for students (flashcards, mini-books, etc.)
- Working with students on teacher-planned activities (centers, practicing math facts, etc.)

- Volunteering to share a talent (cooking, sewing, construction, music, art, gardening, keyboarding skills, languages other than English, reading, etc.)
- Volunteering to present to a class or the school about your profession
- Contacting community members to share or present at our school
- Organizing classroom materials, cupboards, files, storage areas etc.
- Work on school beautification projects (plant flowers, hang signs and banners, decorate the teacher's lounge or visitor waiting areas, create bulletin boards)
- Help plan after school enrichment opportunities/clubs for students (examples might be a math club, phonics club, book lovers club, languages and cultures club, fitness club, art club, gardening club, etc.)

3. Important Information

Application Process

All forms, must be completed and/or returned prior to you being considered as a volunteer.

FORMS REQUIRED: Signed Volunteer Application
 Signed Confidentiality Agreement
 Proof of FBI Background Check (see Main Office/Sammie for information. Cost will be \$41.75)

For the safety of our children, potential volunteers may be asked to provide the names and telephone numbers of three character references.

*Please note: It is not necessary to go through the application process in order to donate items to a classroom or the school

Volunteer Selection Process

We will be happy to welcome all volunteers who have completed the application process noted above.

Field Trips

*Please note – In regard to field trips, per district policy, the number of volunteers will be up to the principal's discretion depending on the type of field trip. In most cases for K-2 field trips at least 2 volunteers will be asked to supervise. For 3-5 students at least 1 volunteer will be asked.

Selection of Field Trip Chaperones

The principal in collaboration with teachers will determine if/how many chaperones may be required on each field trip.

Confidentiality

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and/or their families should be considered privileged information, and must not be discussed at home, in the community or in the school setting (waiting areas, at school functions, sporting events, parking lots, etc.) Trust must be established and maintained in order for this volunteer program to be successful.

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.

SCHOOL VOLUNTEER APPLICATION

Fairview R-XI School District

The FAIRVIEW R-XI School District aims to ensure the safety of all its students. It is for this reason that volunteers are asked to complete this application. All information listed on this form is considered confidential.

Please answer all questions

Print:

Name: _____

(Last)

(First)

(Middle)

Address: _____

_____ **Zip Code:** _____

Telephone Number: _____

Children:

Age:

Grade:

Have you ever been arrested other than for traffic violations? _____ **NO** _____ **YES**

If yes,

explain: _____

Signature

Date

VOLUNTEER CONFIDENTIALITY AGREEMENT

FAIRVIEW R-XI SCHOOL DISTRICT

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the school as a volunteer there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information about a student or family, you will not repeat this outside of the school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, two laws govern special education confidentiality: FERPA (Family Educational Rights and Privacy Act) and IDEA (Individuals with Disabilities Education Improvement Act). Both bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these same laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, administrator, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

As a volunteer:

- I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- I will keep confidential matters private.
- I also understand that volunteering in the FAIRVIEW R-XI program is a privilege and not a right. The school's administrator reserves the right to deny or remove any volunteer violating confidentiality or any district policy.

By signing this agreement, I am stating that I will not divulge information about any student or family to any person outside the school setting.

Volunteer Signature

Date