



*Founded 1879*

# OSBORN SCHOOL DISTRICT VOLUNTEER HANDBOOK

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**Over a Century of Excellence in Public Education**

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## OUR SCHOOLS NEED YOU

**Today our schools cannot work alone to meet the differing needs of children and youth. The community must assume a shared approach to education in which parents, citizens, government, business and community groups pitch in to help our schools educate, nurture and inspire our students.**

**Teachers wish they had more time to give to each student – to listen and respond and to individualize instruction to meet the unique needs of each student. Volunteers can help make this wish a reality. The presence of another caring and interested person in the classroom can make a real difference. Volunteers provide additional educational opportunities for students. Volunteers give children the extra attention and help them to be successful in school. Just as important is the increase in self-esteem children gain when a volunteer spends time with them on a regular basis.**

## VOLUNTEER GOALS

**The major goal of the Osborn School District Volunteer Program is to assist our schools in providing the best possible education for each student. The services of volunteers are utilized in classes and offices to accomplish the following objectives:**

**To support teachers and school personnel by carrying out non-instructional tasks.**

**To provide teachers with more time to work with students.**

**To enrich the curriculum and children's learning opportunities.**

**To provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide.**

**To promote a school-home-community partnership for quality education.**

## VOLUNTEER ASSIGNMENTS IN OUR SCHOOLS

**The Osborn School District offers a wide variety of volunteer opportunities. Some assignments provide the volunteer with a chance to work with children, while other experiences are available for those who prefer not to work directly with children.**

**Volunteers are able to choose the areas that interest them and decide how many hours and days they choose to contribute.**

**Here are some samples of volunteer positions:**

**Classroom Instructional Volunteer: works directly with individual or small groups of students. Volunteer listens to students read, reinforces basic math skills, or assists students with written assignments.**

**Classroom Assistance Volunteer: works with teacher and performs tasks such as putting up bulletin boards, correcting papers, preparing teaching aids and specific learning materials, duplicating worksheets, and other jobs which will allow the teacher to have more time to plan for and teach students.**

**Office Clerical Assistant: works with the school secretary and office staff to provide support and assistance with duties such as sorting mail, duplication of school newsletters and fliers, getting classroom supply orders ready for distribution, typing, answering phones, and preparing bulletin boards for the office area.**

**Special Education Volunteer: assists students who attend special education classes in schools throughout the district. For example, physically handicapped students who are unable to write need volunteers to write for them.**

**ESL (English as a Second Language) Volunteer: assists students who are not proficient in English. Volunteer may also be asked to serve as an interpreter for parents and school personnel or help a child learn English.**

**Experience Corps Volunteer: focuses on student literacy in traditional and innovative ways. Sponsored by Retired Senior Volunteer Program (RSVP).**

**Library Volunteer: shelves books and assists children in locating and checking out their selections.**

**Lunchroom Volunteer: helps maintain order in the lunchroom during breakfast and lunch. Serves as an adult resource for students, families and staff.**

**OASIS Volunteer: serves one-on-one in an intergenerational reading tutor program which meets weekly during the school year. Nationally sponsored by Robinson May Department Store.**

**Bookworm Buddy: reads one-on-one with selected students. Nationally and locally sponsored by Make A Difference organization.**

**COSTCO Reading Tutor: works one-on-one with students needing assistance in reading. Uses a phonics curriculum supported by Costco.**

**Music Resource: demonstrates various instruments, accompanies chorus rehearsals and concerts.**

**Reading Tutor: works with individual students to help instill the love of reading, improve self esteem and enhance the student's school experience.**

**Recreational Activities Assistant/Chaperon: provides supervision during social, recreational and other group activities.**

**Other positions may be developed, depending on individual needs of students and schools and abilities and interests of volunteers.**

## QUALITIES OF A SCHOOL DISTRICT VOLUNTEER

**Everyone who has a genuine interest in children and education is a potential volunteer. Prior teaching experience is not necessary. Volunteers can be:**

**Parents;**

**Grandparents;**

**College Students;**

**High School Students;**

**Community Members;**

**Retired Folks;**

**Osborn School District volunteers are very special people. Although they represent many different ages, backgrounds and interests, they all share some important qualities. Our volunteers:**

- **Are reliable, friendly and flexible people.**
- **Know the value of cooperation and positive thinking.**
- **Have time and are willing to serve on a regular basis.**
- **Recognize that well-educated children are our greatest resource.**
- **Possess verbal and non-verbal communication skills.**
- **Have good health and moral character.**
- **Are willing to accept supervision and responsibility.**

## **VOLUNTEER GUIDELINES**

**The Osborn School District #8 is bound by law and district policy to be responsible for the education, safety and well being of each student. The District is a smoke-free environment. Volunteers serve in various capacities, but the following guidelines must be adhered to at all times.**

### **SUPERVISION**

**School volunteers shall work under the direct visual supervision of school or district professional staff. Volunteers are never to be alone with a student, for safety of the students and volunteers. All volunteer applicants who are not parents of students in the district shall be fingerprinted by the district or show evidence of having been fingerprinted.**

### **DISCIPLINE**

**Students rarely misbehave while working with volunteers. However, our schools have detailed plans, and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.**

### **CONFIDENTIALITY**

**While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This information is**

**confidential. Like teachers, volunteers are bound by a code of ethics to keep this information confidential. Do not discuss this information with anyone who does not have a professional right or need to know. Please do not discuss a child's progress or difficulties with their parents. This is the teacher's responsibility.**

### **REPORTING OF ABUSE**

**AR§ 13-3620 indicates that any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to be inflicted on the minor child by other than accidental means... shall immediately report or cause reports to be made of this information to a peace officer or to child protective services. The school nurse, teacher or principal are prepared to assist.**

### **REGISTRATION**

**Volunteer registration/application forms will be completed for each volunteer. Interview, orientation, background check and training sessions will be completed before volunteer assignment begins.**

### **SIGN-IN**

**Please be sure and sign in at your volunteer site. It is important that we know you are here! The time you donate is recorded so that we can recognize the value of your commitment.**

### **NAME TAGS**

**A volunteer badge is provided. Please wear your badge during your assigned hours of volunteer service.**

### **DEPENDABILITY**

**Volunteers should always be prompt and reliable. If you cannot make your scheduled shift, please notify the staff as soon as possible. If you are going on vacation, advance notice is always helpful to staff. The work volunteers do is important. Staff and students look forward to and depend on your volunteer assistance.**

### **PERSONAL DOCTRINES**

**The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student.**

### **DRESS AND BEHAVIOR**

**Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that your attire be clean, neat and conservative. Your appearance should attract no undue attention. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as a good model for them to follow.**

### **REST ROOMS**

**Staff rest rooms are available for volunteers. We ask that you not use student rest rooms or accompany students to the student rest rooms.**

### **DISPLAYS OF ENCOURAGEMENT**

**It is best to reserve any show of support and encouragement to verbal phrases, handshaking and pats on the back. See *Tips for Working with Students* for ideas on encouraging students.**

### **EMERGENCIES**

**Check with your supervising teacher as to procedures for emergency plans in your school. Report accidents or unusual incidents to the teacher at once.**

### **CONTACTING STUDENTS**

**During your work as a school volunteer, you will meet many wonderful students. Your work with them will be fun and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to volunteer's home. Your volunteer assignment is in the school, during school hours, under supervision. If you are interested in working with students outside of school and school hours, you may contact Big Brothers/Big Sisters of Central Arizona for information.**

### **GIFT GIVING**

**Gifts given to students tend to make the other student feel jealous and left out. Please limit gift giving to small rewards for a job well done or special day. A new pencil, a sticker, or other small token works well. It's always best to check with the teacher first.**

### **DISMISSALS**

**Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.**

### **MEDICATIONS**

**Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a child. If a student becomes ill, follow the school's procedures in regard to notifying the teacher and taking the child to the nurse.**

### **INFECTION CONTROL**

**Please remember that hand washing is the most important way to prevent the spread of infection. During the course of your volunteer assignment, do not expose yourself to blood or other human body fluids. If the student has a medical emergency, call the teacher. In the case of a bloody nose, direct the student to hold and cover his own nose with a tissue. Staff has been trained to deal safely in these situations.**

### **PHOTOGRAPHS**

**Please ask the teacher if you would like a picture of your student. Parental permission must be given for this. The teacher or other staff will take the picture.**

### **INSURANCE COVERAGE**

**Volunteers are covered by the District's liability insurance policy while working on or off campus, under the supervision of a staff member in school-sponsored activities. For insurance reasons, children who are not enrolled in school may not accompany volunteers to school for their assignment. Neither health insurance nor Worker's Compensation is available for volunteers through the District.**

## TIPS FOR SCHOOL VOLUNTEERS

### **SPEAK UP!**

- **If you have any questions or concerns about work as a volunteer or the policies of the school or district, feel free to ask. We want this to be a rewarding experience for you as well as for our staff and students.**

### **WORKING WITH TEACHERS AND STAFF**

- **Staff will welcome your questions and comments. If you don't understand something, always ask. Volunteering should be an enjoyable experience. If you are unhappy about something, please discuss the situation with the staff.**
- **Come when you say you will come. Give staff plenty of notice when you won't be available at your appointed or scheduled time.**
- **Please remember that the teacher's first responsibility is to the students. Personal discussions should wait until lunchtime.**
- **If you have never been a school volunteer before, you will find there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers before. This is a new experience for them, too, as they learn how to utilize the services of a volunteer.**

### **WORKING WITH STUDENTS**

- **Call students by name at each and every opportunity. A child's name is very important. Make every effort to pronounce and spell each child's name correctly.**
- **Each child is unique. Some children may be very different from your own children. Be ready to accept these differences in background, values, vocabulary and aspirations.**
- **Be firm with students and let them know that you care about them. Be positive in comments you make to students so that they feel good about themselves even when they are having difficulty. Avoid saying anything that will make students feel bad about themselves or their ability to learn. Be ready to praise at all times.**
- **Encourage students to do their own thinking. Try not to give students answers before they have had an opportunity to solve problems on their own. Give students plenty of time to answer your questions. Silence often means that the child is thinking.**

- **Be aware of the occasional students who may try to get you to do their work for them.**
- **It's OK if you don't know all the answers! Admit to the children when you don't know the answer or you are not certain what to do. Work the answers out together with the student or ask the teacher for assistance at the appropriate time.**
- **Encourage good behavior! If possible, do not pay attention to a child who shows minor misbehavior problems, but do note things that the child is doing well and praise him.**
- **Children never forget. If you promise something, be prepared to keep the promise. Be careful not to make promises that you cannot keep.**
- **Supervise children carefully. Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.**
- **Keep your students on task. You will want the children to learn as much as possible during the short time they spend with you. Keep the lesson or activity moving. Try to avoid allowing students to get you or the group off track for long periods of time by discussing topics that have nothing to do with the lesson.**
- **Stay positive! Don't get discouraged if you feel that little academic progress is being made. Your very presence and interest is helping the student be successful.**

## 50 WAYS TO SAY: I'M PROUD OF YOU!

**Wow!**

**Sharp!**

**Groovy**

**Super!**

**Far out!**

**Good job!**

**Right on!**

**Terrific!**

**Beautiful!**

**Marvelous!**

**For sure!**

**Nice going!**

**Fantastic!**

**Very good!**

**Much better!**

**Keep it up!**

**Good for you!**

**Out of sight!**

**That's right!**

**That's clever**

**Exactly right!**

**Superior work!**

**That's great!**

**Very interesting!**

**Good thinking!**

**Excellent work!**

**What good work!**

**Congratulations!**

**Very creative!**

**That looks great!**

**Now you've got it!**

**You got it right!**

**That's really nice!**

**Thank you very much!**

**I'm so proud of you!**

**You're working hard!**

**That's a good point!**

**That was easy for you!**

**That really pleases me!**

**That's the right answer!**

**You're on the right track!**

**Now you've figured it out!**

**You're really going to town!**

**I like the way you're working!**

**Now you've got the hang of it!**

**You're really paying attention!**

**That's a very good observation!**

**You're really out-doing yourself!**

**I appreciate the way you're trying!**

**That's an interesting point of view!**

## REWARDS OF VOLUNTEERING

**We all know that you will enjoy your volunteer experience. Each year, many volunteers tell us they receive so much more in return than they give to the program. By sharing your time with our students and staff you will:**

- **Be given the opportunity to use your skills and talents.**
- **Gain a better understanding of how children learn.**
- **Have a chance to meet and work with teachers and other volunteers.**
- **Know that the work you are doing directly affects the quality of education for children of our community.**
- **Make a difference in the life of a child.**
- **Have a great chance to learn valuable new skills that you might use in future endeavors.**

## VOLUNTEER NOTES

**For quick reference, please fill out the following information and keep this handbook in a convenience location.**

**STUDENT**

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**SCHOOL**

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**TEACHER/SUPERVISOR**

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**SCHOOL TELEPHONE**

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**SCHOOL ADDRESS**

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**NOTES:**

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## STATEMENT OF UNDERSTANDING

**As an Osborn School District #8 volunteer, I will:**

### **HAVE A COMMITMENT**

- **Have a consistent commitment and be punctual.**
- **Contact school prior to unavoidable absence.**
- **Treat others with respect.**
- **Have a positive attitude.**

### **FOLLOW SCHOOL POLICY**

- **Dress appropriately**
- **Sign in at office and wear nametag.**
- **Follow classroom rules and supervisor's instruction.**
- **Meet with students only during assigned periods in school.**

### **PROMOTE COMMUNICATION**

- **Support other volunteers and staff through constructive feedback.**
- **Develop positive relationships with staff, students and other volunteers.**

### **KEEP CONFIDENTIALITY**

- **Adhere to the district's confidentiality policy.**

### **FOLLOW THE GUIDELINES STATED IN THE VOLUNTEER HANDBOOK**

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**Volunteer Signature**

**Date**

## BEFORE YOU START

**When you arrive at your volunteer site, you will want to ask certain questions in order to feel comfortable with your new surroundings. As you meet with your supervisor or teacher, be sure you are clear about what you will do. You are not expected to know exactly how to go about your job, and you should feel comfortable in asking questions as you go along. If you will be in a classroom situation, be sure to ask the teacher the best time and way to communicate with her so that you are helpful, not an interruption.**

- **It is best to leave valuables at home or keep them on your person.**
- **As you tour the building, you may wish to ask about such things as:**
  - **Where to park.**
  - **Where to sign in and pick up your nametag.**
  - **Where exits and entrances to the building are located.**
  - **Where bathroom facilities for you are located.**
  - **Use of the teachers' lounge.**
  - **Location of available telephone.**
  - **Location of supplies.**
  - **Where to leave your personal belongings.**
  - **Where to eat.**

**Remember, it is better to ask a question when in doubt. You are an important member of our Learning Team and we want you to feel at home in your new environment.**