

Hill-Roberts Elementary School School Volunteer Protocol

We would like to extend our thanks to all our volunteers. We value the help we receive from parents/volunteers enormously and realize that we would be unable to provide such quality experiences for the children without your time and expertise.

We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This protocol sets out our school's expectations, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security. Hill-Roberts expects volunteers act honestly and openly in their duties and exercise a reasonable degree of care and diligence in expressive views about school matters.

Building Guidelines

- All volunteers must complete a state CORI check before volunteering
- All volunteers must have attended a volunteer training at Hill-Roberts and signed the volunteer code of conduct before volunteering.
- All volunteers must sign in and sign out at the school office using the volunteer sign in/out book.
- Schedule the visit ahead of time with the teacher
- Volunteers must wear name tags while in the building.
- Report directly to the classroom where volunteering
- Non Hill-Roberts children are not allowed to accompany classroom visitors.
- Smoking or using any kind of tobacco product is prohibited on all School District property including athletic fields and district vehicles.
- Any volunteer who is injured at school should report to the office staff and administrators immediately.
- Only emergency telephone calls should be made. Personal calls while volunteering are discouraged. Cell phones should be turned off or on vibrate when volunteering.

Types of Work

Volunteers can work in a variety of places - the classroom, health room, library - or as a tutor. Some activities are listed below.

- assisting in the computer room
- arranging bulletin board displays
- binding books
- collating and stapling papers
- correcting papers
- cutting paper for art projects
- chaperoning on field trips

- assisting with health screenings
- helping with plays and programs
- helping pupils who were absent catch up on missed work
- helping in the office
- helping with field day
- helping with physical fitness testing
- assisting with art projects
- typing students' stories for books
- tutoring in math, reading, or writing
- working with a small group of students
- sharing your special talent or interest

Hill-Roberts views a successful volunteer as someone:

who has an interest in young people

- Believes in each child's ability to learn and grow
- Accepts children of all ages, abilities, backgrounds and personalities
- Recognizes that well-educated children are our greatest natural resource

who is committed, dependable, and flexible

- Understands and appreciates the work of the school, staff, and the volunteer program
- Is capable of adjusting to the teacher's way of doing things
- Is friendly, enthusiastic, and positive

who is professional

- Just as you are asked to respect the confidentiality of the child's progress, you are also asked to be respectful of the teachers. Please do not publicly question or criticize the teacher or the methods used. If you have questions about methods or programs, privately ask the teacher about them. Do not speculate with friends or appear doubtful about the teacher's judgment.
- Find or schedule a time to approach the teacher directly, most questions will be answered satisfactorily. Usually the explanation will give you the necessary background for understanding and help you gain confidence in the program.
- If, after talking to a teacher, you still have unanswered questions or reservations about a particular method or school policy, please contact the principal. This effort to maintain open and honest communication will build trust and rapport between you and the school staff.

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 their families should be considered privileged information. Trust must be established and maintained in

order for this volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Respects the confidentiality of his or her relationship to the school
- Is careful to ensure that a child's work and behavior in school are held in confidence
- It is very important that you keep information about children confidential. It is important that you not discuss children or their progress with others - even their parents. Do not make reference to children's abilities in front of other children. The only person who should be told about a child's work is the teacher.
- If parents ask about a child's progress, suggest in a friendly way that they contact the teacher. Most parents will appreciate your position and are usually just expressing an interest in your work.
- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or building principal.

Most importantly

- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school to the principal.

Discipline

Discipline of students is solely the responsibility of the teacher in charge. Volunteers should in no way discipline students. If you are facilitating a group, using key control words (i.e. please sit down, please stop taking some else's paper) can be the first step before notifying the teacher. If students continue to 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.

Arena of Volunteering

1. Classroom volunteer: A classroom volunteers in the classroom and does not leave the classroom area during their time at Hill-Roberts

Tips for working in the classroom

- Be a good role model.
- Emphasize what the student does well before talking about his or her weaknesses.

- Encourage students who struggle academically and give them hints, but don't give them the answer.
- Don't compare one student to another.
- Be careful not to favor one or two students more than others.
- If a student is difficult to work with, ask the teacher for assistance. The teacher is responsible for disciplining students.
- If you are not certain about an answer or method of instruction, check with the teacher. You are not expected to know all the answers.
- Relax and enjoy the students.

2. Mobile Volunteer: A mobile volunteer assists teachers outside the classroom to make copies, laminate material, or deliver a variety of possible items to different locations.

Tips for being a mobile volunteer

- Do not visit other classrooms where you may know or are related to other students
- Do not interrupt other classrooms while around the building
- Take the most direct route to your destination
- Seek clarification of unusual situations that occur while your are around the building

Hill-Roberts Staff

As a school we understand that it is a partnership to create a positive volunteer experience. In order to create that positive successful experience we pledge to:

- Train parents in any skill needed to carry out the task
- Explain the tasks carefully
- Share the school/classroom student behavior codes with you
- Ensure that children learning with you behave well
- Treat you with respect and care and expect the children to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality
- Never be expected to deal with difficult or challenging behavior
- Never ask you to carry out a task without explaining it first