

Volunteer Training Handbook



Helping to make Tennerton Elementary
School the best that it can be!

Welcome...

You, our volunteers, are an important part of our school. You add so much to the educational and enrichment experiences that our children have at Tennerton and we appreciate you so much for that.

This handbook has been created to give you some guidelines about your participation.

It is hoped that these guidelines will help to build your confidence and give you some direction so that you feel as if your time spent here has been worthwhile. Remember that there are countless ways of contributing to our children's education, whether it is making phone calls, attending meetings, coming into the school, or reading to your child.

Whatever you do, please know how much you are appreciated.

Staff and Students at Tennerton

Who can volunteer?

Almost anyone! Age, background, skills, and educational experience vary considerably among the volunteers who help to serve the children in our school. All good volunteers share the following characteristics:

Sincere in their desire to help children

Sensitive to the policies and procedures of TES

Responsible to the commitment they make

Reassuring to the students they work with by helping them see themselves as likeable, valuable persons capable of achieving great things

Respectful of the confidences of others

Patient in their dealings with others, realizing that progress seldom comes quickly and may not always be apparent

Capable of seizing every opportunity to help students feel good about themselves. Gives abundant, sincere, deserved praise

Cooperative and willing to respect individual differences as well as strengths and weaknesses in students. Be sensitive to their self-doubts and to their fragile days.

Volunteer Guidelines and Procedures

Signing in at the office

You will need to sign in at the office, leave an ID, and obtain a visitor's badge each time you volunteer. The badge needs to be worn above the waist and be visible at all times while on the campus. This procedure serves two functions. In the event of an emergency, the school office will know exactly how many people are on campus. A more important function is that by having visitors sign in at the office and issuing badges, the school staff is instantly able to identify a parent who is authorized to be at school as opposed to an unauthorized visitor.

Scheduling a time to volunteer

When you are volunteering at school you are demonstrating your support for education. We appreciate this very much. Please make sure to schedule your volunteer time in advance so that we may best utilize your time and services.

Safety procedures

Always follow correct safety procedures. In case of fire or code drills, please proceed as directed. Familiarize yourself the first day about the emergency procedures. Remember that children look to adults for guidance. Do not contradict what the teacher is doing.

Confidentiality

Confidentiality is of the utmost importance in your association with the teachers and students. What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not meant to be shared. Students you observe in the classroom or the school cannot be discussed with other parents, faculty, or staff. "Cute" comments or stories shared about children may seem quite innocent to you, however, they could be very upsetting to the child or their parents. Never be in permanent record files or emergency care forms. You should never issue a grade or work with the teacher's gradebook. These are all student records and are protected under FERPA.

Language / Behavior

Remember, we are all (teachers, staff, and volunteers) role models for the children around us. "Little eyes" are watching, "little ears" are listening and learning appropriate behavior from our actions. Inappropriate language or discussions are not allowed on the school grounds or at school functions.

Discipline

Volunteers are not to discipline students. Discipline is the sole responsibility of the staff. The teacher is the professional whose responsibility it is to plan the course of study and see that it is

implemented. The volunteer always works under the directions of the teacher to HELP, not replace, the teacher.

Restrooms

Please use the staff restrooms located in the office or the computer lab.

Dress

Volunteers are asked to use good judgment with regard to proper school attire. They should be comfortable, casual, yet professional. Please do not wear any clothes that carry a sexual, vulgar, or offensive message or reference the use of alcohol, tobacco, or drugs.

Cell Phones

Cell phones are to be either turned off or set to vibrate while in the school facility. If you need to be reached, please let the office know you are expecting a call and the office will either take a message or try to locate you.

No Smoking

Schools are tobacco free zones. This means you may not even bring tobacco products on campus in your purse or pockets.

Clean up

After you have finished any activity within the school, it is important to tidy up afterwards. For obvious reasons, scissors and other items should not be left lying around. Classrooms and other areas should be left clean and tidy.

Coats / Purses

Please do not bring anything of value to the school. Coats, purses, etc. may be kept in the classroom where you are working.

Siblings

Please do not bring siblings to school when you volunteer. Exceptions may be made for the classroom parties; check with your child's teacher.

Equipment

Laminator, copy machine, book binding machine...have someone instruct you in how to use these machines...speak to the secretarial staff or ask the teacher about training.

We are very appreciative that you are willing to give your time to make our school a great place for students. We hope you have a fun and productive year working with us!