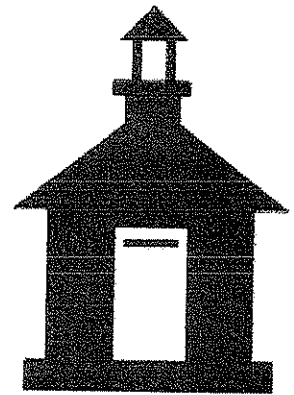
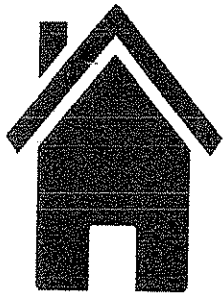


PARENT VOLUNTEERS

IN THE LOGAN COUNTY SCHOOL DISTRICT



A GUIDE BOOK

WELCOME

We are pleased that you are serving as a volunteer in the Logan County School District.

This handbook contains information that will help you while volunteering at your school site. We hope you will find it useful.

Your willingness to share time and talents to increase educational opportunities for students is appreciated. In the past years, hundreds of volunteers have contributed countless hours of service to help students, provide an "extra pair of hands" for busy teachers, and contribute to the general welfare of the schools.

We wish for each of you a successful, rewarding, and satisfying experience. Should you have any additional questions or need other information, please feel free to call your volunteer coordinator, consult with the teacher with whom you are working, or contact the district-wide coordinator.

Program Director, Janet Hurt 726-2436

EXPECTATIONS

- Promptness
- Love of children
- Enthusiasm
- Flexibility
- Dependability
- Patience
- Loyalty
- Businesslike attitude
- Imagination and creativity
- Non-disruptive influence
- Tact
- Sense of humor
- Initiative
- Interest in helping for the benefit of community
- Be discrete and trustworthy with confidential matters relating to classroom and students
- Be willing to help, ask for directions, follow instructions, and participate in training, try a variety of approaches and techniques with students
- Be pleasant, friendly, have a warm, positive attitude
- Dress appropriately for the activity
- Be sensitive to teacher's time needs
- Avoid trying to be amateur psychologist
- Be capable of maintaining firm but kind control when working with small groups of children

WHAT CAN VOLUNTEERS DO?

Volunteers can do a variety of tasks. The following listing suggests a wide range of activities in which the volunteers may be helpful.

CLASSROOM HELPER

LIBRARY HELPER

RESOURCE PERSON

SECRETARIAL AND CLERICAL HELPER

TUTOR

CLASSROOM HELPER

Conduct flash card practice

Practice spelling words

Gather supplementary books and materials

Set up experiments

Distribute books and supplies

Make lists of library resources

Collect homework papers

Assist in testing groups

Tell stories to children

Reinforce skills previously taught

CLASSROOM HELPER

- | | |
|---|-----------------------------------|
| Practice vocabulary | Play educational games |
| Make bulletin boards | Catalog magazines for study units |
| Take attendance | Hall/restroom monitors |
| Assist students in use of computers | Publish books for writing program |
| Brainstorm with students for writing topics | Make photo copies |

LIBRARY HELPER

- | | |
|-----------------------------|--------------------------------------|
| File materials | Catalog materials |
| Read stories | Help care for audio visual equipment |
| Type | Show film/filmstrips/videos |
| Help with the book fair | Shelve books |
| Compile materials for class | |

RESOURCE PERSON

- | | |
|-----------------------------|--|
| Demonstrate arts and crafts | Explain occupation |
| Explain different cultures | Serve on committees |
| Assist on field trips | Help with science fairs |
| Help with club activities | Assist with seasonal or holiday activities |

SECRETARIAL AND CLERICAL HELPER

Type	Duplicate materials
Sort mail	Greet and direct visitors

TUTOR

Read stories	Give individual help to students
Listen to students read	Conduct drill work with flash cards
Practice multiplication tables	Reinforce numeral recognition
Reinforce the alphabet	Reinforce skills previously taught

OTHER VOLUNTEER RESPONSIBILITIES

DISCIPLINE

On occasion students may have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. **VOLUNTEERS MAY NOT DISCIPLINE STUDENTS.** Please make the teacher aware of any discipline problems that might arise while you are working with a student.

DRESS AND BEHAVIOR

Take your lead from the professional staff and dress appropriately for the job you are doing. It is best to neither overdress nor under dress. Casual clothing is fine, but we ask that your attire be 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 good models for students to follow.

HEALTH

If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. You'll accomplish more in the long run if you allow yourself time to recuperate. (However, do call in to let the teachers know you won't be coming in at your scheduled time.) Schools are particularly concerned about keeping students and staff healthy. This is another reason for staying away from school if you have a contagious illness.

FIND OUT ABOUT SCHOOL RULES

Become familiar with the rules and policies of the school where you will work. It is a good idea to read through the school's handbook. Ask your volunteer coordinator to explain the school's policy for smoking, use of telephones, eating facilities, fire drills and emergency procedures. Should you ever have the slightest doubt as to the appropriateness of any material or action, check with your supervising teacher or principal. A copy of the Logan County Board of Education policies is on file in the school where you volunteer.

RESPONSIBILITIES OF THE STAFF

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.

VOLUNTEER GUIDELINES

SUPERVISION OF VOLUNTEERS

School volunteers always work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer. The Logan County School District is responsible for the education, safety, and well being of each student. For this reason you can understand why the teacher, principal or volunteer coordinator may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.

CONFIDENTIALITY

As you work with the staff and students, information of a confidential matter may be shared with you. **PROBLEMS, ABILITIES, RELATIONSHIPS AND CONFIDENCES OF STUDENTS, THEIR PARENTS AND THE STAFF SHOULD NEVER BE DISCUSSED WITH ANYONE WHO DOES NOT HAVE A PROFESSIONAL RIGHT TO KNOW.** Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with anyone, including his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Keep this confidential, too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or principal.

HELPFUL HINTS

1. When volunteering your services to the school, you should first understand the necessity of discretion and privacy for all knowledge you encounter. Volunteers may **NEVER** have access to student test scores, portfolios or cumulative folders.
2. The principal, teachers, and staff members should be respectfully called by either Mr., Mrs., or Ms. and their last name. Avoid using first names unless instructed to do so.
3. Different jobs will be available, and the job that will be assigned to you will not necessarily be permanent. Most jobs will only require a minimal amount of time and volunteers will not have to spend a whole day at the school. If the job is not suitable, changes can be made.

4. Even though the schools do have teacher assistants in some rooms, there may be times that the teacher requires a volunteer. While volunteering in the classroom, the following would be required:
 - a) Always follow the instructions given by the teacher.
 - b) Never contradict or try to correct the teacher in front of the students.
 - c) Never interrupt the teacher while he/she is instructing the class, since this takes the students' attention off the teacher.
 - d) Always have a positive, interested, and friendly attitude with students.
 - e) Call students by their own names as soon as you can.
 - f) Never try to take control of the class unless specified by the teacher.
 - g) Always be calm and never get frustrated with any of the students.
 - h) Always avoid calling across a room or in the halls.
 - i) Never discuss students in their presence or outside of the room or in the halls.

5. Be able to laugh with the students but make sure you never laugh at them.
6. Never be overly friendly with the students.
7. If students are fighting or appear likely to injure themselves or others, quickly send someone to get the proper authority and then intervene.
8. If you are the only adult present during an accident, immediately contact the principal or the proper authority. Try to handle the accident calmly. Never try to handle the situation unless you are qualified. Remain by the student's side until the proper authority comes.

9. Always use positives, not negatives, when speaking.
10. Offer praise to students frequently.
11. Good manners are copied rather than taught.
12. Avoid visiting with other adults any more than necessary. The teachers and students are your first priority.
13. Please call ahead to let the school know you are coming so that work will be available and ready.

GOT
QUESTIONS
???

THANK YOU
FOR TAKING AN ACTIVE
ROLE IN YOUR CHILD'S
EDUCATION
AND
THANK YOU FOR PLAYING
A PART IN THE SUCCESS
OF AUBURN SCHOOL!