



Volunteer Handbook

I am only one, but I am one. I cannot do everything, but I can do something. And I will not let what I cannot do interfere with what I can do. ~ Edward Everett Hale

Dear Volunteer,

Welcome to South Summit School District. We are pleased that you have decided to spend some of your time with us. As parents, grandparents, neighbors, and community members you have valuable ideas, talents, and time to share with our students and our schools. Your knowledge and skills will be a great asset to our staff and students.

It is our belief that our volunteer programs are beneficial to everyone involved. Volunteers help foster stronger school/community relationships by creating a common ownership in the success of our schools, as well as demonstrating the importance of community service to our students. Current research also indicates that a greater involvement on the part of parents and guardians in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism.

The SSSD Volunteer Program provides support and guidance to schools to help them facilitate their parent and community programs. Currently, volunteers work in a variety of capacities: doing work from home; acting as tutors/mentors; providing assistance in the classroom; participating on community partnership advisory boards; assisting in extracurricular activities, field trips, etc.

This handbook contains important information that will ensure your experience as a volunteer will be enriching and rewarding. Please take a few moments to become familiar with its contents and be sure to ask any questions that arise.



Volunteer Definition

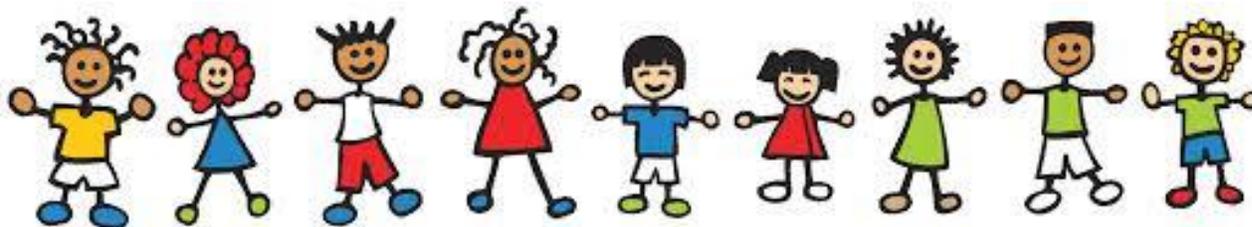
Everyone who cares about children and education is a potential volunteer. Prior teaching experience is not necessary.

A volunteer is a parent/guardian, grandparents, community member, or other adult who assists at a school site or program on a regular or semi-regular basis. Also, parents who observe or visit their child at school on a routine basis and stay more than 15 minutes each time are considered volunteers. A parent picking up their child from school or occasionally observing or visiting their child's school is not considered a volunteer.

Goal of the Volunteer Program

The goal of our volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Relieve teachers and support personnel of some non-instructional tasks.
- Provide teachers with more time to work with students.
- Enrich the curriculum and children's learning opportunities.
- Provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide.
- Provide assistance to coaches and advisors with extracurricular activities.
- Promote a school-home-community partnership for quality education.



Volunteer Opportunities

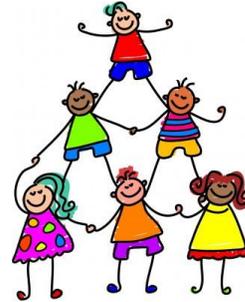
South Summit School District offers a wide variety of volunteer opportunities. Some jobs provide a volunteer a chance to work with children while other jobs are available for those who prefer not to work directly with students. Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. Here is a sample of jobs from which you may choose:

Classroom Instructional Volunteer – Will work directly with individual students or small groups of students. Volunteers listen to students read, reinforce basic math skills, or assist students with written assignments.

Classroom Assistance Volunteer – Works with a teacher and performs tasks such as putting up bulletins, correcting papers, preparing teaching aides and special learning materials, duplicating

worksheets and other jobs which will provide the teacher with more time to plan for and teach students.

Office Clerical Assistant – Works with school secretaries and office staff to provide support and assistance with duties such as sorting mail, duplicating for office and/or teachers, getting classroom supply orders ready, typing, and answering phones.



Volunteer Qualities

South Summit School District volunteers...

- Recognize that well-educated children are our greatest natural resource.
- Are dependable.
- Have good health and moral character.
- Are willing to accept supervision and responsibility.
- Have talents that enrich the schools and its programs.

Understand and appreciate the work of the school staff.

How to Begin Volunteering...

Your first few days...

Starting a new job is always exciting and can even be a bit frightening. The first days are usually the busiest because there are so many new people to meet and things to learn about. As you become familiar with the school and your assignment, you will feel more at home.

Set up a time to meet with your volunteer coordinator and/or supervising teacher.

At your initial visit to the school, the building principal or supervising teacher can go through this handbook with you and make sure you have had a school tour. In this way you will have an opportunity to learn your way around and be introduced to key people.

When you meet with your supervising teacher, plan to discuss any questions or concerns. Add them to a list now so you won't forget to bring them up at the conference.

Take time to observe.

If you'll be working with students, the first day or two in the classroom will probably be spent in observing the teacher and children. You'll become familiar with the teaching style your supervising teacher uses. You'll see what acceptable behavior is for students and what is not, how much freedom is allowed, and what the daily routine is like.

While you are observing, you can also work on various tasks the teacher will assign such as filing and preparing learning materials. You'll want to get up from time to time and move among the students as they are working. Don't hesitate to ask individual students what they are doing. Students love to have the opportunity to explain their assignments.

Volunteer Requirements

I. Every Volunteer Must Register

- Every volunteer in the South Summit School District must complete a Volunteer Application Form and must be approved by the Principal, the Human Resources Officer or Business Administrator, and the Superintendent.

II. Responsibilities and Duties

- It is imperative that each volunteer understands his or her responsibilities and limitations. Volunteers must be aware of and agree to abide by all District policies and regulations. Please read the entire handbook carefully before signing the Volunteer Agreement.
- People who have been convicted of certain crimes should not be working with Children in our District. For this reason, we ask volunteers to explain the nature of any crimes for which they were convicted.

III. Every Volunteer Must Sign In

- Every Volunteer must sign in and out at the school office each time he/she comes on campus to volunteer. The District must have a record showing the days and hours each volunteer works. For security reasons and in case of an emergency, it is important for administrators to know who is on campus and why. Each school must maintain a record (sign in/sign out) of volunteer hours.



Volunteer Guidelines

Supervision of Volunteers

Volunteers always work under the direct supervision of the professional staff at each site and only with those teachers who have requested the services of a volunteer. The District is responsible for the education, safety, and well-being of each student. For this reason, you can understand why the teacher, principal, or District official must dismiss any volunteer whose actions are not in the best interests of the District, school, or students.

Confidentiality

As you work with staff and students, information of a confidential nature may be shared with you. **The staff and students need to know they can trust you.** Volunteers are expected and required to keep all 'student information' that they obtain while working as a volunteer for the district confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical, and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the District to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students, or their progress, with others—even their parents. Do not make reference to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, counselor, or another school district employee.



Safe Interaction with Students

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

General Guidelines

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

Do Not:

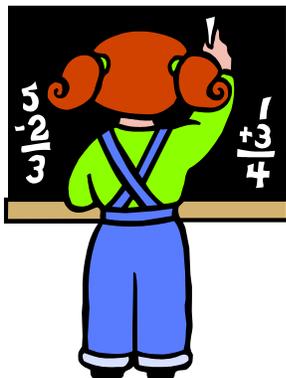
- Take a student or students on private outings.
- Initiate social activities with students.
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place.
- Provide childcare for students.
- Ask a student to babysit for your family.
- Engage in Social Networking with students via Facebook, MySpace, Instagram, Snapchat, Vine or Twitter, or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries.

Communication

Do not say or write things to a student that you would be uncomfortable sharing with the student's parent, District/school administrators, or the teacher you are working with.

Do Not:

- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual.
- Make jokes that belittle or diminish another person.
- Give Students compliments that focus on physical attributes.
- Initiate conversations or correspondence of a private and/or personal nature with students.



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 as long as it meets the criteria below:

- No clothing with inappropriate language, gestures, or logos.
- No short shorts, midriff blouses, mini-skirts, or strapless shirt/dresses that exposes cleavage, private parts, or undergarments.

- No clothes that could be considered beach wear or sleep wear.

Clothing should be clean, and 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 them to follow.

Discipline

Students rarely have behavior problems while working with volunteers. However, our schools have a detailed discipline plan, and the responsibility for discipline rests with the professional staff. **Volunteers man not discipline students!** Please make the teacher aware of any discipline problems that might arise while you are working with students.

Restrooms

Staff restrooms are available for volunteers. We ask that you do not use student restrooms. For your own protection, we ask that you do not accompany children to and especially into the restroom. If young children ask for assistance with clothing outside the bathrooms, refer them to other students or to the teacher.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school for any reason must receive permission from the school office and sign out before leaving. Under no circumstance may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given permission for the volunteer to do so.

Tobacco Free – Weapons Free Campus

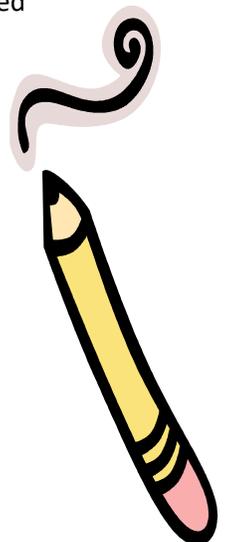
Public Schools are tobacco, drug, alcohol, and weapon free zones. If you smoke or chew tobacco, you cannot do so on public grounds.

Health

If you are not feeling well, don't try to keep up your volunteer duties. You'll accomplish more in the long run if you allow yourself time to recuperate. In addition, schools are particularly concerned about keeping students and staff healthy. You are encouraged to stay at home if you have a contagious illness. **Please call and let the office and teachers know if you won't be coming in at your scheduled time.**

Your Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, the media center, or with extracurricular activities, the staff and students quickly become dependent on volunteer assistance.



Don't promise to volunteer more time than you will be able to provide. It's better to start out with a few hours a week and gradually build up to more hours or days if you find you have the additional time.

Dependability

Please be prompt and consistent! We know there will be times when you will be ill, on vacation, or unable to volunteer for one reason or another. However, please let the teacher know as far in advance as possible. Remember, the teacher will be expecting you on the days you are scheduled to volunteer and so will the children! If you fail to show up at your appointed time on your appointed day, everyone is disappointed. Come when you say you will and give the staff plenty of notice when you won't be available at your scheduled time.

Find out about school rules

Become familiar with the rules and policies of the school. It's a good idea to read through the school's handbook. Ask your supervising teacher to explain the school's policy for use of telephones, eating facilities, fire drills, and emergency procedures. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising teacher for future guidance.

Be a good communicator

The staff will welcome your questions and comments. If you do not understand something, always ask. Volunteering should be an enjoyable and rewarding job. If you are unhappy or concerned about something, discuss the situation with the staff. If you have concerns about your placement and/or the job you are doing, feel free to call the Principal.

When you have been assigned a task, make certain you know exactly how the teacher wants the job done. Ask for clear directions and, if necessary, ask that the teacher give you samples or demonstrate how tasks are to be performed.

The opportunity to learn new skills is one of the benefits of being a school volunteer. Be willing to try new tasks assigned by the staff, but accept only as much responsibility as you feel comfortable with.



Working with Students...

Call students by name at each opportunity –

A child's name is very important. Make every effort to pronounce and spell each child's name correctly.

Closely observe the techniques used by the teacher –

Try to model these instructional methods when working with students.

Accept children as they are –

Children are 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, but also be warm and friendly –

Let each child know that you care about him/her. Your individual attention will be important.

Encourage and praise students –

Use positive comments that will make children 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 children for even the smallest successes!

Remember that children never forget –

If you promise them something, be prepared to keep the promise. Be careful not to make promises that you will be unable to keep.

Encourage students to do their own thinking –

Try not to give students the answers before they have had an opportunity to solve questions on their own. Give children plenty of time to answer your questions. Silence often means that a child is thinking. Beware of the occasional student who may try to get you to do their work for them.

Follow the teacher's lead –

Always be consistent with the teacher's rules for classroom behavior. Don't allow children to do things that their teacher doesn't allow. Remember, the teacher is always available and ready to handle discipline problems. Make sure the children with whom you are working do not disturb the rest of the class.

Reinforce good behavior –

When children (especially younger students) are behaving well, always let them know how proud you are of them and how much you appreciate their efforts. This will encourage them to try even harder. If possible, do not pay attention to a child who shows minor misbehavior problems, but note the things the child is doing well and praise him/her for it.

Remember it's okay if you don't know all the answers –

Admit to the children that you do not know the answers and are not sure what to do. Work the answers out together with students or feel free to ask the teacher for assistance.

Keep student on task –

You will want the children to learn as much as possible during the short time they spend with you. Keep the lessons or activities moving. Try to avoid letting one or more students get you, or the group, off track for long periods of time by discussing topics that have nothing to do with the lesson.

Supervise students carefully –

Under no circumstances should you leave a student or a small group of students without supervision. Always be fully aware of what students are doing at all times.

Know when to give or not to give –

Your positive words of encouragement will go a long way in helping students to become excited about learning. Younger children may also enjoy stars, stickers, stamps, and especially little notes of praise from the volunteer. You and the teacher can discuss the use of these motivational materials. Please do not give students food without first checking with the teacher. Volunteers may not give students advertisements or fund solicitations.



To Summarize...

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 by law for the 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. SSSD reserves the right to limit the duration/frequency of volunteer hours.

Is there anything a volunteer should NOT do?

YES!!! The professional staff at the school is responsible for everything that goes on in the classroom including student instruction, safety, and discipline. Volunteers supplement and support the program, but may not:

- Provide the curriculum or teaching plan;
- Discipline students;
- Take charge of the classroom for any length of time;
- Have access to materials in students' permanent record files (psychological records, grades, health records, etc.)
- Diagnose student needs;
- Evaluate achievement;
- Counsel students;
- Discuss student progress with parents or other people

A volunteer is never considered a substitute for a member of the professional school staff.

The rewards of volunteering

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and community. Students, their parents, and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs.

Sometimes the community hears about the negative aspects of education or stories about the few students who misbehave. Because of your volunteer experience, you'll be able to share the many positive things that students and staff are doing. You'll have an opportunity to let the community know what's going right in their schools. Please remember not to share confidential information.

We know you will enjoy your volunteering 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 the 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 the work you are doing directly affects the quality of education for the children of our community;
- Have a great chance to learn valuable new skills that you might use in future endeavors.



SSSD Code of Conduct

I. As a volunteer, your role and responsibilities are unique

- **Understand** that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
- **Remember** volunteers are only permitted to work with students on school grounds or under the supervision of District staff. Have no outside contact with an individual student unless authorized by administration or parents.
- **Maintain** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, or administrators.
- **Don't** make promises you can't keep. Avoid saying things like *"study hard and you'll definitely pass the test."*
- **Use** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view with other people. Always keep the door open. Always use adult bathrooms.
- **Strictly** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher for assistance with problematic behavior.
- **Report** immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.

II. Volunteers take pride in being professional

- **Maintain** a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
- **Be Prompt** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more. Notify your school as soon as possible if you are going to be late or absent.
- **Keep** an accurate record of your attendance by signing in each day you volunteer.
- **Dress** and act professionally.
- **Establish** and maintain good and frequent communication with your classroom teacher or Athletic staff.
- **Never** be under the influence of drugs or alcohol when with students on or off school grounds.
- **Do Not** smoke on school grounds or at any time around students.
- **Do not** lend money, contribute or solicit money for organizations while on school grounds.
- **Do not** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- **Do not** use cellphones in the classroom or at any time around students.

III. Health and Safety are always important

- **Adhere** to District, school, and classroom policies, rules, and regulations.
- **Refer** any student in need of first-aid or any type of medication to the teacher or front office.
- **Learn** and follow fire drill emergency procedures and all school rules.
- **Notify** the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

I agree to adhere to the above code of conduct at all times when I am a volunteer at a SSSD school site or program. I understand that my volunteer status can be revoked at any time.

Signature

Site

Date

**South Summit School District
Volunteer Application**

*Required information

Date: _____

This application is to be completed by all applicants for any volunteer position involving working with children. It is being used to help the school provide a safe and secure environment for the children who attend school here.

Personal Information

*Last Name: _____ *First Name: _____ M.I. _____

*Social Security Number: XXX-XX-_____ *Date of Birth: ____/____/____(mm/dd/yyyy)

Current Address: _____
Street Address City State Zip

Please check the number and/or E-mail address that is the best way to contact you.

- Home Phone: _____
- Cell Phone: _____
- Primary E-mail: _____

Are you the parent/legal guardian of a student enrolled at South Summit School District? Yes _____ No _____

Child's Name	Grade	Child's Name	Grade	Child's Name	Grade

Have you ever been convicted of a crime? Yes _____ No _____

If the answer is yes, please explain: _____

List the school/activity where you wish to volunteer:

School: _____ Class/Activity: _____

I am volunteering as a:

- Limited Contact Volunteer** I will be within proximity/sight of a professional District employee and will not be alone with a student or students in a secluded, isolated, or remote area. Limited Contact Volunteers must complete:
 - Volunteer Application and Agreement
 - SSSD Volunteer Code of Conduct
- Substantial Contact Volunteer** I could be in contact with a student or students alone and unsupervised for periods of time. This volunteer contact time could include, but is not limited to, coaching, overnight fieldtrip/competitions, and/or providing supplemental assistance to help address student need as directed by applicable school staff, but in a manner that is not in direct or close proximity of a professional employee, head coach, director, or advisor. Substantial Contact Volunteers must complete:
 - Volunteer Application and Agreement
 - SSSD Volunteer Code of Conduct
 - Fingerprints and Background Check for Criminal History
 - Risk Management Driver Training (If position may require use of District Vehicle)

- I have not been convicted of a felony or sexual offenses, such as sexual battery, lewd or lascivious acts, soliciting lewd or lascivious acts, indecent exposure, sexual misconduct, prostitution or solicitation of prostitution, obscenity or pornography, contribution to the delinquency/dependency of a child, abuse/neglect, drug related charges, kidnapping, or battery of a child.

- I specifically authorize the release of my confidential criminal history to South Summit School District and submit to a criminal background check.
- I affirm that my responses are true, complete, correct to the best of my knowledge, and are made in good faith.
- I have read the agreement below and agree to abide by the rules and regulations of the volunteer program. I understand that all involvement with students is restricted to school activities and supervisor approval.

Volunteer Agreement

I hereby acknowledge that I have read a copy of the South Summit School District (SSSD) Volunteer Handbook and will abide by its contents and all other applicable South Summit School District policies and procedures.

I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have the right to terminate my arrangement at any time with or without cause, and that SSSD has a similar right.

I make this agreement in order to provide and to be authorized to perform uncompensated services for SSSD:

- I am 18 years of age or older and know of no reason that would prevent me from performing as a volunteer.
- I have acquainted with what is required to perform my assigned tasks, and I represent that I have the skill and ability to perform them.
- I assume responsibility for my own safety and the safety of students around me.
- I will perform the volunteer service in compliance with the standards and specifications established or approved by the District, and will honor the direction of a District official to suspend or terminate service.
- As a volunteer, I agree that:
 - Immediately upon arrival I will sign in at the front office.
 - I will wear a volunteer identification badge at all times.
 - I will use only adult bathroom facilities.
 - I agree to never be alone with individual students without the authorization of teachers and/or school officials.
 - I will not solicit outside contact with students.
 - I agree not to exchange telephone numbers, home addresses, email addresses (including social network information) with students for any purpose. Students should communicate with Head coaches or advisors, not volunteers.
 - I will maintain confidentiality outside of school and will share any concerns that I have with teachers or school administrators.
 - I agree not to transport students without supervisor approval.
 - I will not disclose, use, or disseminate personal information about students.
 - I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or that could be construed as any form of sexual harassment.
 - I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

Volunteer Signature: _____

Date: _____

Principal Signature: _____

Date: _____

HR/BA Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____

***PLEASE RETURN THE VOLUNTEER APPLICATION AND AGREEMENT FORM AND VOLUNTEER CODE OF CONDUCT COMPLETED AND SIGNED TO THE SCHOOL OFFICE. ALL APPLICATIONS MUST BE FORWARDED TO THE DISTRICT OFFICE.**

****The South Summit School Board prohibits any and all forms of discrimination and harassment based on race, color, gender, religion, national origin, marital status, age, homelessness, disability, or any other basis prohibited by law in any of its programs, services, activities, or employment. To file your concerns, you may contact the District Office at (435) 783-4301.**