

# Volunteer Handbook

Perry County School Dist. No. 32  
326 College St., Perryville, MO 63775  
www.perryville.k12.mo.us • (573)547-7500



## Welcome To Our School!

### **District Mission Statement**

*Through a partnership of school, family and community, we will provide a learning environment that facilitates the lifelong learning skills for students, by recognizing each student's unique gifts to pursue personal goals, character development and academic achievement necessary for a productive and healthy life.*

**"For Our Kids...For Their Future"**

## Welcome to the Volunteer Program!

### Thank you for your commitment to our school!



Volunteers are a vital part of the district's success! Volunteers provide a valuable service to our school, giving their time, talent, commitment, and energies to serving the school community. In the Perry County School District No. 32 we particularly appreciate the way in which volunteers enrich and enhance the curriculum by:

- Increasing the quality and diversity of academic and recreational programs.
- Extending services through staff and volunteers working as a team.
- Lowering student: tutor ratios.
- Providing feedback to teachers and administrators.

People volunteer for a variety of reasons. Whatever your reason is, we're grateful that you've chosen to be a part of our school community. We look forward to having you share your time, talents, and energy for the good of our students. Research from the Parent Institute has shown that students with involved parents are more likely to:

- Earn higher grades and test scores
- Pass their classes, earn credits, and be promoted
- Attend school regularly
- Have better social skills, show good behavior, and adapt well to school
- Graduate and go on to further education

We hope your association with District 32 students and staff is rewarding. The following information and guidelines will help familiarize you with the Perry County School District No. 32.

### **Purpose of the Volunteer Program**

The purpose of volunteers at our school is to assist in every way possible in the best interest of the students. This purpose shall be accomplished under the direction of the teacher you are helping.

### **Confidentiality**

For those of us working with children and in schools, the importance of maintaining a student's privacy cannot be stressed enough. Student educational records are not shared with volunteers without the consent of a student's parent or guardian. By spending time in the schools, volunteers may see and hear things about students' work and behavior that need to remain confidential. As an education community, we must be committed to keeping what we see and hear to ourselves.

Volunteers should never ask students personal questions that will invade their rights to privacy; however, listen without judgment if they wish to share with you. Respect the confidentiality of any information a student may share with you; however, if it is a safety or at-risk issue, please share this information with the child's teacher.

Students deserve the assurance and certainty that their private information, as well as general information about their work and behavior, will remain confidential. Because of this, all volunteers working in the schools are required to adhere to an agreement of confidentiality. By signing the Volunteer Registration Form, you are agreeing to abide by this agreement of confidentiality.

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## **Non-Discrimination and Anti-Harassment Rules**

The Perry County School District No. 32 is committed to providing students with a positive and safe learning environment, and we follow federal and state guidelines to ensure that we do not tolerate discriminatory or harassing behaviors in our schools. Harassment is defined as any act based on race, creed, religion, disability, nation origin, gender or sex, age, or sexual orientation that substantially interferes with an individual's educational or work performance. It is illegal.

Harassment consists of unwanted or uninvited sexual comments, advances, cartoons, innuendoes, racial and gender slurs or jokes, intimidation, etc. It can occur between an adult and a child, between two adults, and between two children. When these incidents occur, we must make every effort to stop the behavior and see that it does not occur again.

If you become aware of a behavior that might constitute harassment, report it immediately to a teacher or the building principal so that it will be investigated and addressed. Make sure to also examine your own behaviors and word choices closely. Example: Statements or phrases such as, "You throw like a girl," are inappropriate and will not be tolerated.

## **Emergency Response**

Because you may be in the building during a crisis or fire drill, it's important that, just like our students and staff, you know how to evacuate the building or respond to an emergency situation. When you meet with the building principal, you should discuss emergency procedures for that building. You should also familiarize yourself with the emergency exits in the building and be aware of evacuation procedures for the building in which you are volunteering.

In every building, there are staff members trained in first aid and emergency assistance. As a volunteer, you are to call on these individuals to administer first aid - DO NOT attempt to do so yourself unless the situation is critical. The only persons authorized to administer medications are trained school nurses and office staff, so never provide to a student any ointment, tablet, capsule or spray that could be absorbed into the bloodstream.

## **Personal Safety**

We want to ensure that you are safe and secure in all of our school facilities. Contact the building principal to find out about space for your personal belongings while at school and to receive training on all machinery or equipment you may use during your time in the school. Make sure that you are thoroughly trained and feel comfortable using all the equipment you are expected to operate.



In terms of exposures to infectious organisms borne in the blood or other body fluids, remember that the risk of infection due to such exposures is VERY LOW. Your own unbroken skin is an excellent barrier to such organisms. If direct skin contact with blood and/or body fluids occurs, scrub hands and other affected skin areas thoroughly with soap and running water as soon as feasible. If direct mucous membrane contact with blood and/or body fluids occurs, flush affected mucous membranes thoroughly with copious amounts of running water as soon as feasible. In the event of a human bite or puncture wound, encourage back bleeding by applying pressure and milking the wound as with a snake bite, then wash the area thoroughly with soap and running water. Make sure to keep cuts and open wounds covered with clean bandages at all times.

***"In recent years, we have all heard so much about the importance of parents' involvement in their children's education that it has become a bit of a cliché. But like all clichés, there are elements of truth to this one. All other things being equal, children whose parents are involved in school do better than their peers." -- Lawrence Steinberg***

## Volunteers Should Not

- Supervise a class or discipline students.
- Establish instructional objectives.
- Assume it is acceptable to bring younger children with them to their volunteer assignment. Always check with the teacher and/or building principal to make sure it is appropriate.
- Share information about their personal life with staff or students. Please leave your own concerns and pressures at home.
- Laugh at the effort a student is making. It makes them reluctant to try again.
- Talk about a student within his/her hearing distance.
- Scold a student for an incorrect answer.
- Damage a student's self-esteem by criticizing, using harsh words, or labeling with negative words such as "You lied" or "You cheated."
- Judge a student. Each student is different and needs every chance to succeed.
- Pass on confidential information about a student or their family.
- Make comments regarding the relevancy of activities or procedures.
- Make comments regarding the appropriateness of teaching materials.
- Contact parents regarding the performance of students.
- Attempt to visit with the teacher or other volunteers during the school day. This is very disruptive to the students and the educational process.

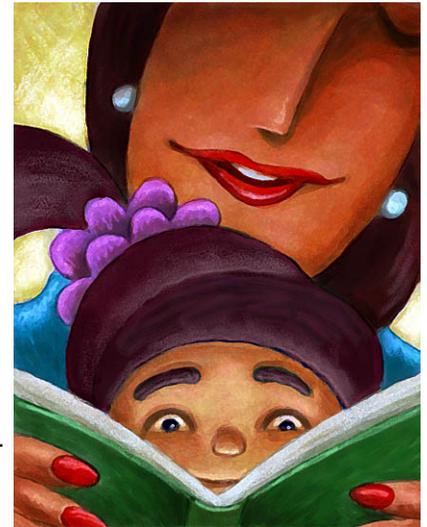
"One hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove. But the world may be different because I was important in the life of a child."

## General Information and Guidelines

- **Parking and Arrival Information:** When you visit any school, you are welcome to use our staff parking lot. Please do not park in bus zones or fire lanes. Please check in with the building secretary when you arrive.
- **Identification:** For the safety of our students, we ask that you always report to the school office before you begin your day. Obtain and wear an identification badge.
- **Sign In:** You must sign in and out of the Visitor Book, located at each school office. Also report your volunteer hours on the Volunteer Hours Report.
- **Volunteer Hours:** The number of hours volunteered at each school is recorded. These hours are used to develop volunteer history and recognize our volunteers. Please remember to regularly document your hours.
- **Volunteer Hours Off-Site:** Those volunteers who complete work at home should also keep a record of their volunteer hours. This information should be communicated directly to the school office.
- **Attendance and Punctuality:** Teachers and staff plan for volunteer assistance. Students depend on you. Please volunteer for only the time you can realistically expect to fulfill. If you need to be absent, call the school office as early as possible to inform them of your absence.
- **Dress Code:** Please dress according to school guidelines. Remember that you are a role model for our students.
- **Accountability:** Volunteers are asked to be responsible for their actions. Please model school behavioral expectations to our students. Volunteers are answerable to the school and district administration.
- **Training:** The district will provide training and orientation for all volunteers. Please take advantage of all training opportunities available to you.

## Tips and Hints

- **Demonstrate patience.** Speak quietly, be calm and attentive, and use positive statements when working with students.
- **Be a good listener,** rather than a good talker. Listening to a student is one of the most important things you can do for him/her. It helps to teach most of the basic skills students need. Try to be on the same level as the student so that you can look directly into his/her eyes. This way the student knows you are giving your undivided attention.
- **Speak with the proper tone of voice.** When speaking to students, use a tone of voice which will encourage and make them feel accepted. Consider the age of the child you are speaking to. Young children respond better to soft tones that make them feel secure.
- **State directions in a positive form.** “Use the blocks for building” rather than “Don’t throw the blocks.”
- **Avoid comparing students and their work.** We are all individuals with unique talents. Children need every opportunity to feel successful and proud of their accomplishments.
- **Don’t help too much.** Students learn by doing, not through passive observation. Students learn by asking questions. Ask students questions that may lead to the correct answer instead of telling them the answer directly.
- **Avoid physical contact with students.** A hug or a cuddle from a young child should be treated cautiously.
- **Use common sense when attending to or comforting an injured child.** Remember that the safety and well being of the students always comes first.
- **SMILE.** A smile to a child means warmth and acceptance.



## What to Expect From the School

- **Training and Support.** The school district will provide training and support for volunteers that addresses volunteer policies and duties, school rules, and safety procedures.
- **Volunteer Handbook.** The school will provide volunteers with a copy of the District Volunteer Handbook.
- **Request for Clearances.** The school will follow Board Regulation 1490 for obtaining any necessary criminal background or child abuse history clearances.
- **Acknowledgement and Appreciation.** The district will provide opportunities to acknowledge the value of contributions made by volunteers.

## What to Expect From Staff and What They Expect From You

- **Clear Guidelines.** Staff will give clear guidelines to volunteers as to what is expected of them.
- **Opportunities.** Staff will offer volunteers work opportunities appropriate to their skills, experience, and aspirations.
- **Assistance.** Staff will pass on a few techniques to help assist the volunteer in performing particular roles/tasks.
- **Feedback.** We are aware that volunteers may occasionally need time to give us feedback. There may also be times when it will be necessary to provide volunteers with feedback appropriate to their activities in the school.
- **Punctuality and Preparedness.** Our staff members are instructed to be prepared and on time. We ask the volunteer to be, so we need to do the same. (continued to next page)

## **What to Expect From Staff and What They Expect From You** (continued from page 4)

- **Notice of Schedule Changes.** Staff will give volunteers prior notice of changes to the school schedule or programs that will impact them.
- **Supervision/Discipline.** Volunteers are expected to report behavior problems to the teachers. Teachers are ultimately responsible for the behavior and discipline of students with a volunteer.
- **Parent Requests.** Teachers will check with the volunteer to determine whether or not they wish to work with their own child/children.
- **Adherence to Guidelines.** Staff members are expected to refer any problems (ex. Lack of confidentiality, lack of effectiveness, etc.) to the building administrator.
- **Safety.** It is understood that the teachers and the principal maintain ultimate responsibility for the welfare of students.
- **Good Working Relationships.** We ask all of our staff members to develop a good relationship with our volunteers so that any issues that arise can be discussed directly with the volunteer.

## **Volunteer Opportunities**

**Classroom** - Perform clerical, tutorial, and teacher reinforcement tasks under the direction of the classroom teacher, thus allowing teachers more professional time to spend with their classes and individual students.

**Office/Clerical** - Perform secretarial or clerical functions as assigned by the building principal or secretary.

**Media Center** - Work with the school's Media Specialist and associates to assist in operating the library. Shelving, filing, clipping, circulation, and book processing are some of the tasks the volunteer may perform. Prepares, inventories, and operates equipment under the teacher's direction.

**Tutor** - Work one-on-one with a student or with a small group of students who need remedial help in academic subjects to reinforce basic skills.

**Health** - Helps meet the health needs of students, may assist in routine vision and hearing screenings, assists students, and keeps records of services.

**Guest Speaker** - As a volunteer speaker, you can share your area of expertise (hobbies, occupation, countries, etc.) with students in a classroom setting.

**Special Education** - Work with professionals to assist in meeting individual needs of special education students.

**Chaperone** - Assists on field trips.

**School Support Activities** - Performs support as needed for special projects and events. This includes fundraisers, classroom parties, book fairs, school pictures, yearbook, science fairs, baking, etc.

**Volunteer Coaches** - This may include, but is not limited to, volunteer coaching at the elementary level or providing assistance to other levels of sports at the discretion of the district coach.



# Characteristics of Children at Different Ages

## A five year old...

Helpful around the house. Mother is preferred parent. Needs some assistance with coats, etc. Is close-mouthed at home about school activities. Has short bursts of energy. Changes from one activity to another with relative ease. Has vague concepts of time. Is not fearful. Asks many questions about how things work. Enjoys cutting, pasting. Loves to play dress-up.

## A six year old...

Handles and attempts to use tools and materials. Is self-centered, domineering, stubborn and aggressive. Wants and needs to be first, to be loved best, to be praised most and to win. Is usually better behaved away from home. Does a good deal of tattling. Is very domineering and bossy. Is interested in simple games. Carries on long conversations. Enjoys father. Is restless, overactive, exuberant. Usually likes his teacher.

## A seven year old...

Does not respond promptly. May forget easily. Fights with playmates. Plays in pairs or in groups. Is interested in magic, puzzles, collecting, and exchanging baseball cards, etc. Likes dress-up, paper dolls, jump rope. Is concerned about being good. Is easier to discipline, sensitive to praise. Complains and sulks. Teacher is really paramount in school.

## An eight year old...

Enjoys jokes and riddles. Is money mad. Makes fewer complaints about teacher. Is expansive and speedy. Attention span is improving. Is alert, friendly and interested in people but sometimes careless, noisy and argumentative. Feelings easily hurt by careless remarks. Understands time and money concepts. Likes team games. Is critical of brothers and sisters. Needs frequent reminders about responsibilities. Is demanding of mother. Is sensitive to criticism. Needs adult praise and encouragement.

## A nine year old...

Has increased independence. Has increased self-motivation. Resents interruptions. Likes secret codes and languages. Has strong sense of right and wrong. Is easily discouraged. Is competitive in work and in play, and is afraid of failure. Cries only when emotions are overtaxed. Is a great worrier. Is anxious to please. Makes fewer demands on parents. Is a loyal and devoted friend. Is more interested in talking and listening than in working.

## A ten year old...

Is relaxed, casual, and alert. Is in one of the happiest ages. Has a strong sense of justice. Truly enjoys friends. Needs schedules. Loves the outdoors. Is a hero worshipper. Begins critical analysis of teacher. Wants teacher to be fair.

## Pre-adolescents...

Awkward, lazy, and restless because of rapid and uneven growth. Very antagonistic and teasing toward the opposite sex. Often over-critical, rebellious, and uncooperative. In need of warm affection and a sense of humor from adults. Turned off by nagging, condemnation, and being talked down to. In need of a feeling of belonging and acceptance.

## Adolescents...

Often going to extremes, emotional instability, and know-it-alls. Very interested in philosophical, ethical and religious problems. Showing a step toward adulthood by asserting independence. In need of acceptance by peer group. In need of adult guidance that is kind and does not threaten freedom. Seeking both dependence and independence. Needs constructive recreation.



## TELEPHONE DIRECTORY

573-547-7500

<b>Administrative Staff</b>	Superintendent - Mr. Kevin Dunn, ext. 329* Assistant Superintendent - Mr. Russell Leek, ext. 370* Senior High Principal, Mr. Lee Gattis, ext. 338* Assistant Senior High Principal, Mr. Joel Roth, ext. 339* Assistant SH Principal/Athletic Director, Mr. Jeff Steffens, ext. 343* Middle School Principal, Mrs. Velda Haertling, ext. 333* Assistant Middle School Principal, Mr. Mark Phillips, ext. 332* Elementary Principal, Mrs. Jennifer Streiler, ext. 336* Assistant Elementary Principal, Mr. Mike Wortmann, ext. 349* Director of Instruction, Mrs. Linda Buerck, ext. 587 Career Center Director/Adult & Com. Ed., Mr. Steve King, ext. 342* Director of Special Services, Mrs. Michelle Schnurbusch, ext. 352* Process Coordinator, Mrs. Nikki Wilson, ext. 385*
<b>Supervisory Staff</b>	Technology Coordinator, Mr. Wayne Neathery, ext. 217 Director of Buildings & Grounds, Mr. Glenn Berkbigler, ext. 250 Director of Food Services, Mrs. Angie Gotto, ext. 220
<b>Elementary</b>	Main Office - ext. 380 or 348 Counselor - ext. 408, 224 or 350 Library - ext. 225 Nurse - ext. 275 Adventure Club - ext. 609 Parents as Teachers - ext. 380 Discovery Club - ext. 642
<b>Middle School</b>	Main Office - ext. 375 Counselor - ext. 202 and 206 Library - ext. 630 Nurse - ext. 227
<b>Senior High</b>	Main Office - ext. 337 or 383 Counselor, ext. 238 Library - ext. 215 Nurse - ext. 377 A+ Schools - ext. 422
<b>Career Center</b>	Main Office - ext. 341 or 347 Vocational Counselor - ext. 256
<b>Early Childhood</b>	Main Office - ext. 352 Little Pirates - ext. 226

## REFERENCES

Wood, C. (1994). Yardsticks: Children in the Classroom, Ages 4-14; A Resource for Parents and Teachers, Greenfield, MA: Northeast Foundation for Children, Inc.

“Volunteer Handbook.” [Volunteer Information](http://www.solon.k12.ia.us/~kim_blankenheim/Volunteer_Handbook.doc). Solon Community School District.  
<[www.solon.k12.ia.us/~kim\\_blankenheim/Volunteer\\_Handbook.doc](http://www.solon.k12.ia.us/~kim_blankenheim/Volunteer_Handbook.doc)>.



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**VOLUNTEER REGISTRATION FORM**

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

May we share your contact information with other parent volunteers?  YES  NO

Name of Volunteer's Student(s): \_\_\_\_\_

School Attending: \_\_\_\_\_

Grade Level: \_\_\_\_\_

**EMERGENCY INFORMATION**

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Emergency Contact Telephone Number(s): \_\_\_\_\_

Other emergency information you should know: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHOOL VOLUNTEER CONFIDENTIALITY AGREEMENT (Form 1425.1)**

I understand that in the course of my volunteer time with the Perry County School District #32, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**GENERAL ADMINISTRATION**

**Policy 1490**  
**(Regulation 1490)**

**School/Community Relations**

**Volunteers**

The Board encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational programs by volunteering.

The spirit of donating service/volunteering to the District will be warmly accepted by the Board. However, this service must be under the direct control of the District administrative staff and the Superintendent.

**School/Community Relations**

**Volunteers**

**Administrative Guidelines**

1. Training (formal and/or informal) will be provided as deemed necessary by the Superintendent/designee.
2. Screening of volunteers will be conducted by the Superintendent/designee. (Screening to include reference to Missouri Central Registry and Criminal Records). Anyone identified on the sexual offender list will be prohibited from volunteering.
3. The Superintendent/designee may dismiss volunteers whose performance has been unsatisfactory.
4. Volunteers will read (or have read) the volunteer handbook, as they relate to working with students, including the right of confidentiality.
5. Volunteers may be recruited on an individual basis or by surveys conducted at each building level and as the need for volunteers arises.
6. All volunteers will have a central office file, information in the file maintained by the Superintendent/designee.
7. Superintendent/designee will develop appropriate recognition programs for school volunteers.