



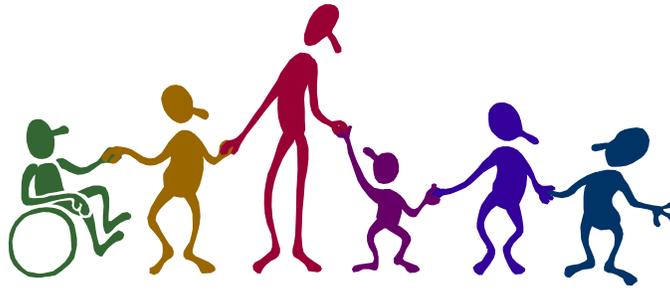
Albemarle County Public Schools

Volunteer Handbook

Albemarle County Public Schools
Community Engagement Office
401 McIntire Rd.
Charlottesville, VA 22902
(434) 293-0288

www.k12albemarle.org

Volunteers in Public Schools



This Volunteer Handbook has been written and reviewed collaboratively by Albemarle County stakeholders. Consultation is appreciated from the San Diego City Schools Community Relations Department and the Pinellas County Schools Office of Community Involvement. Special thanks goes to Janie Eckman, school volunteer and community member; Nancy Teel, Assistant Principal, Baker-Butler Elementary School; Margaret Wachenfeld, Volunteer Coordinator, Stone-Robinson Elementary School; and Shaele Wood, Volunteer Coordinator, Thomas Jefferson Area United Way.

For more information:

Your local Albemarle County Public School

or

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Information Included in this packet

Message from the Superintendent
Becoming a School Volunteer
Volunteer Guidelines
Tips for Success
Words of Encouragement
Volunteer Job Descriptions
Registration Form

Interest Survey
Code of Ethics





Office of the Superintendent

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Welcome Volunteers!

The Albemarle County School Board and I encourage parent and community volunteers to partner with staff to support learners and learning in our schools. We believe that volunteers allow both teachers and students to benefit from the diverse talents and skills represented in the community at large. Volunteers have played an important and valuable role in Albemarle County Public Schools. As a volunteer, you can provide the extra help and attention that makes a difference to a child, a classroom of learners, or an entire school. Your assistance permits teachers more time to focus on teaching their students. Your support helps us make real our Vision that all learners embrace learning, excel, and own their future.

Students, teachers, staff, parents, and the community benefit from the work of individuals such as you who freely share their talents and resources. We also know that as a volunteer, you will benefit too. There is no greater reward than seeing a spark in the eyes of a student and knowing that you helped bring learning alive for that student.

Volunteering also helps you understand more fully the role that public education must play in today's world to educate tomorrow's workforce. Our schools must meet the challenge of providing an education that addresses the needs of an increasingly diverse community and economy. We want all of our students to graduate with the knowledge and skills they need to be responsible citizens, excellent employees, and lifelong learners. We need your help to accomplish this goal.

This handbook was created for all volunteers, parents, families, grandparents, college, high, or middle school students, retired persons, former teachers and administrators, persons from the business and faith communities, and persons of every educational level. If you wish to devote a portion of time to one of the most important systems in any community – our public schools, we are ready to partner with you and this handbook is the first step in helping you become an informed volunteer.

Whether you give one or more hours a week, one day a week, or one day on a special project - your efforts make a difference for students. Thank you.

Dr. Pamela Moran

A handwritten signature in black ink that reads "Pamela R. Moran".

Superintendent of Schools

Becoming a School Volunteer

Commitment

You are very important to us and we want to celebrate your service. Please check in and out at the school office for tracking purposes. Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let your contact know when your schedule changes or if you can't make it when you are expected. Obtain a copy of the school calendar to be reminded of school holidays from your local school or at www.k12albemarle.org.

Part of a Team

As a school volunteer, you are part of a team supporting student success. Every team member is a role model for students. Setting an example of professionalism and good citizenship involves interacting with students and staff in a respectful manner. Accepting supervision and responsibility, and appreciating the school staff set positive examples students will remember.

Effective Communication

As a school volunteer, it is crucial that the lines of communication stay open and clear. If you are unsure about what's expected of you, or how to use certain office equipment, please ask someone for direction. If you are volunteering in a classroom, make sure you and the teacher are clear on your responsibilities and that you are both comfortable with your duties.

Volunteer Orientation

This handbook has been provided to cover useful information in a general manner. All volunteers should complete a registration form before volunteering. For more specific details on expectations and duties, your local school may provide additional orientation. This may be a formal session or informal conversation with your school contact.

Interests and Talents

We want to make the best match we can between volunteer opportunities and your interests and talents. Let your school contact know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

Volunteer Guidelines

Behavior Issues

If you notice a student acting inappropriately or have specific concerns about a student, it is your responsibility to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands.

Volunteer Learning Opportunities

Classroom volunteers are encouraged to be familiar with the following: (1) the building layout and parking facilities; (2) classroom policies; (3) what is expected of you as a volunteer; (4) what to do if you are absent; (5) fire drills and safety rules.

Sign In

Volunteers are required to sign in at the office and receive a volunteer or visitor badge. Signing in each time you volunteer also allows school personnel to locate you immediately in case of an emergency as well as track volunteer hours.

Screening

On the first visit, volunteers may be asked to complete a School Volunteer Application and provide a picture I.D.

Supervision

All volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules which include maintaining confidentiality of student and school information.

Communication

If you are unable to make it to school when you are expected, please call the school and leave a message.

Tobacco Use on School Property

The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco, and snuff, is prohibited anywhere on school property, including school parking lots, athletic fields, etc. and in vehicles owned, rented, or leased by the Albemarle County Public Schools. This prohibition shall apply at all times, day and night, and shall apply to all students, employees, visitors, volunteers, or other persons.

Tips for Success

Learn Names

A student's name or nickname is your first contact point. Be sure that you pronounce and spell it right. Make sure the student knows your name as well.

Set the Climate

By being alert and listening, you will soon develop sensitivity to the needs of the student. Your working relationship with each individual student will be your best tutoring tool. Begin each session with positive comments or questions about the student's family, friends, or activities. Use honest praise whenever possible. Always leave the student with a word of praise.

Allow the Students to be themselves

Every student is unique. Make each one feel that he or she is an important, special person. Avoid comparing students with others in their school or in their families. Allow students time to think about answers. Guide them by asking questions that will lead to correct responses. Remind the student that everyone makes mistakes...even you. Making mistakes and learning how to correct them is an important part of learning.

Follow the Teacher's Lead

Keep the students headed in the direction set by the teacher. Hold the students to the same class standards of behavior and work. Talk openly and often with the teacher to determine what is expected of you and the students. Remember that the teacher has the final responsibility for all planning and activities that occur in the classroom. Discuss specific student concerns with the teacher or principal, but keep all confidential information about students within the school.

Be a Positive Role Model

Your conduct, dress, personal hygiene, and dependability will set an example for what is expected of students. Being on time and being reliable give tremendous support to the teacher to make other plans and to ensure the students that you care. Students believe and remember everything you say. If you make a promise to a student, be sure to keep it.

Working with Cultural Diversity

The student population of certain schools in Albemarle County changes rapidly as the ethnic/cultural makeup of the county changes. As a volunteer, it is important to develop a respect for and an appreciation of the diverse cultures and backgrounds of the students. Some strategies for making instruction responsive to the ethnic/cultural backgrounds of students include.



- ✓ Use correct pronunciation of students' names - If you are not sure of the pronunciation say, "Would you pronounce your name for me?" - Avoid comments that label the name as "strange" or "funny".
- ✓ Be aware that you represent authority - Try to avoid judgments and let the students know that you value them.
- ✓ Be aware that cultural differences may affect student behavior.
- ✓ Respect every student.
- ✓ Attempt to develop each student's pride in his/her race or ethnicity.

English for Speakers of Other Languages (ESOL)

ESOL refers to a student who is learning English in addition to his/her native language. When teaching the English language, you will be given materials developed for the appropriate level of the individual student. Remember that you are working in the student's second language. When helping the student, use the following guidelines (1) speak clearly and naturally, (2) avoid talking too quickly, (3) focus on communication, not grammar, (4) use gestures, facial expressions, and a variety of visual aids, (5) avoid the use of idioms or slang, (6) be patient and help the student to be patient.

Words of Encouragement

I knew you could do it.
Excellent!
You've just about got it.
Outstanding!
You did it that time.
Good for you.

You're doing fine.
That's great!
I'm very proud of you.
Much better.
You're learning fast.
That's better.

I knew you could do it.
That's the way.
You're doing a good job.
Fine!
You're working hard today.
That's it!

You figured that out fast.
You're right.
It's a pleasure to teach you.
Keep trying.
You did a lot of work.

Volunteer Job Descriptions

Volunteers have specific duties assigned to them and work under the supervision of school staff. “Volunteer” means a non-Division employee volunteering at a school or school-sponsored activity who has direct access to students, such as a classroom volunteer, field trip chaperone, or extracurricular club sponsor. “Volunteer” does not include individuals serving at one-time, large-scale school events such as, for example, dances, proms, graduation parties and science fairs. Each volunteer shall submit the volunteer registration form (page 7) to a school staff member who shall screen each student teacher and volunteer’s name and address against the sex offender registry. If a match is found, the Principal/Designee shall notify the Superintendent, who shall confirm the match. **Below is a sample of opportunities offered in most Albemarle County Public Schools.**

Instructional Volunteers - provide direct services to students on a regular basis.

Tutor - A tutor may work one-on-one with a student or with small groups of students who need to reinforce basic skills in an academic subject. One example is a Book Buddy who reads with and to students.

Mentor - Mentors typically work one-on-one with a student who needs special attention and assistance. Their major task is to motivate the student to stay focused on school. A mentor provides academic reinforcement, sets short-term goals, serves as a role model, and provides encouragement and friendship that helps build the student’s self esteem. One example is a Breakfast or Lunch Buddy.

ESOL – Teaching English to Speakers of Other Languages

ESOL tutors help non-English speaking students increase their skills in understanding, speaking, and writing English and in the acquisition of basic critical academic skills. Volunteers do not need to speak the students’ native languages. Bilingual volunteers are needed to help interpret and communicate with families.

Community Resource - Persons who have special skills, language abilities, hobbies, occupations, collections, or have traveled to other parts of the country or world may be invited to share their experiences with classroom(s) at requested times.

Support Service Volunteers - provide assistance to school personnel.

Classroom Helper - Volunteers work closely with classroom teachers and staff assisting in various projects, keeping records, preparing instructional materials, and interacting with students.

Clerical Assistant - Clerical assistants may help with typing, computer entry, copying, booking, record keeping, telephone, and other office work.

Library/Media Helper - Volunteers in the school library/media center may help at the circulation desk, catalog and shelve books, use a computer, mend books or operate audiovisual equipment. They may also read to students.

Chaperone - Volunteer chaperones have the opportunity to enjoy museums, exhibits, musicals, and plays as they accompany students and teachers on field trips.

Computer Helpers - Computer helpers share their computer skills and knowledge with students and/or school staff. Some prepare newsletters or other school publicity.

Activities Helper - Activities volunteers help support school extracurricular clubs, groups, and events. Areas of involvement include participating in activities such as the PTO and booster clubs, serving as volunteer coaches, and assisting with sports, music, or drama productions.

Groundskeeper/Building Maintenance - If you love the outdoors and have fix-it skills, schools can use your expertise to beautify the campus or help maintenance staff with special projects.

At-Home Helpers - Often volunteers are needed to help with “at-home” projects such as preparing newsletters, phone recruiting of other volunteers, or helping classroom teachers. Those who do volunteer work at home or work with a club activity should complete a volunteer application and keep a written record of their hours of service.



Volunteer Registration Form

Name _____ Birthday _____

Address _____

Telephone (1st) _____ (2nd) _____

Email Address _____

Emergency Contact Information

Name _____ Relationship _____

Telephone (H) _____ (C) _____ (W) _____

Reference Information (Not a relative)

Name _____

Address _____

Telephone _____ Email _____

Volunteering Interests

I want to volunteer in capacity as Parent/Guardian Student Community Business

I prefer grades: K-5 6-8 (Middle) 9-12 (High School)

I am available: Monday Tuesday Wednesday Thursday Friday **I prefer:** AM PM

School(s) Preferred _____ **Language(s) Spoken:** _____

Area(s) of Interest:

- | | | |
|--|---|---|
| <input type="checkbox"/> Library/Media Helper | <input type="checkbox"/> Science Helper | <input type="checkbox"/> Community Resource |
| <input type="checkbox"/> Classroom Helper | <input type="checkbox"/> Community Partner | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Book Buddy | <input type="checkbox"/> Clerical Assistant | <input type="checkbox"/> Chaperone |
| <input type="checkbox"/> Breakfast/Lunch Buddy | <input type="checkbox"/> Reading Helper | <input type="checkbox"/> At Home Helper (from home) |
| <input type="checkbox"/> Computer Helper | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Language Arts Helper |
| <input type="checkbox"/> Music Helper | <input type="checkbox"/> Social Studies Helper | <input type="checkbox"/> ESOL Tutor |
| <input type="checkbox"/> Mathematics Helper | <input type="checkbox"/> Tutoring in any subjects | (English for Speakers of Other Languages) |
| <input type="checkbox"/> After-School Helper | <input type="checkbox"/> Groundskeeper | |

Have you ever been convicted of crimes against children? Yes _____ No _____

I understand I am offering my services without compensation as a volunteer. I assume full and complete responsibility for my own actions taken while serving as a volunteer with Albemarle County Public Schools. I agree to hold the school system harmless from any liability resulting from my actions.

Signature _____ Date _____

**Please sign and return to your school contact.
Be advised that you should keep a copy for your records**

<p>Internal Use Only/ Virginia Code §22.1-79.3</p> <p>Sex Offender Registry checked _____ (employee initials)</p> <p>DATE: _____</p>

Volunteer Code of Ethics

As an Albemarle County Public Schools volunteer, I agree to abide by the following code of conduct:

- Immediately upon arrival, I will sign in at the main office at the designated sign-in station.
- I will display volunteer or visitor identification while on the school premises.
- I agree to never be alone with individual students who are not under the supervision of teachers or school authorities without permission from authorized school staff.
- I will use only adult bathroom facilities.
- I will not contact students outside of school hours without permission from the students' parents/guardians.
- I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required for my volunteer role. I will exchange home directory information only with parental and administrative approval.
- I will maintain confidentiality outside of school and will share any concerns that I may have related to student welfare and safety with teachers and/or school administrators. I will not disclose, use, or disseminate student photographs or personal information about students or myself.
- I agree not to transport students without the permission of parents or guardians or without the expressed permission of the school or district and will abide by the district's procedures.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

Signature: _____ Date: _____

Print Name _____

**Please sign and return to your school contact.
Be advised that you should keep a copy for your records.**