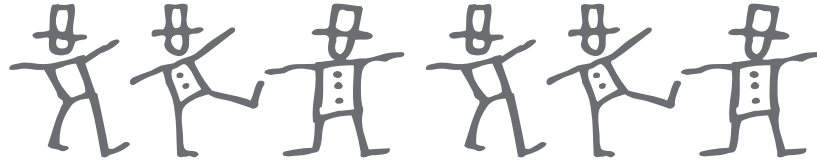




3150-R

2010-11



Elementary Volunteer Handbook



SHENENDEHOWA
CENTRAL SCHOOL DISTRICT





Dear Volunteers,



Welcome! We want to let you know how much we appreciate the time and energy our volunteers give to our district. We value the unique talents and resources parents and community members have and believe that those talents and resources enhance the education of the students at Shenendehowa Schools.

Within our schools, we welcome volunteers and we have many opportunities for parents and community members to volunteer their time. In addition to all the other benefits, volunteering gives parents and community members the opportunity to understand and appreciate the educational experience Shenendehowa children receive everyday.

Please note that in order to volunteer on a regular basis in our schools or for special events (such as overnight trips), parents are required to complete an Application for Volunteers (please see the attached pink form). Once approved, your child's teacher or other staff member will contact you as needed.

We have created this handbook as a resource for you. Although we believe it is thorough, we want to stress the importance of ongoing communication. If you have any questions or concerns regarding volunteering in our schools, please feel free to ask any of our staff members or principals.

Again, on behalf of Shenendehowa Schools, we welcome you and want to let you know how much we value and appreciate your time!

Sincerely,

The Elementary School Principals:

Benjamin Roberts - Arongen

Karin Skarka - Chango

Gregory Wing - Karigon

Lisa Mickle - Okte

Michael Smith- Orenda

Mary Fitzgerald - Skano

Elizabeth Wood - Shatekon

Gregory Pace - Tesago



The Superintendent of Schools:

Dr. L. Oliver Robinson





Volunteer Program Goals

To assist in providing the best possible learning environment for all students

- ☆ To foster an environment that encourages communication between home, school and the community
- ☆ To utilize talents and resources of the community in our schools to enhance student learning
- ☆ To assist teachers with some of the non-instructional tasks, allowing them more time for direct student instruction
- ☆ To provide additional non-instructional support to individual students

Sign in Procedures

Upon arriving at any of our schools to volunteer, you are required to report to the main office to sign-in. It is important for the safety of our students that we are informed of volunteers and visitors in our buildings at all times. You will be asked to sign-in by writing your name and the location in which you will be volunteering and the start time of your visit. Again, for the safety of our students, it is important for volunteers to stay in the location(s) in which they have signed-in.

There will also be badges for you to wear. Wearing the badge lets our faculty and staff members know that you have signed-in and are volunteering your time in our building. Proper ID such as driver's license may be asked to be shown, particularly if this is your first time in the building and the staff is unfamiliar with you. You are also required to sign-out in the office when you leave the building indicating the time of your departure.

Guidelines for Volunteers

- ☆ Please complete the "Application for Volunteers" (attached pink form) and submit to the school principal.
- ☆ Please become familiar with the school's policies and procedures. These policies and procedures should be applied when working with students.
- ☆ Please refer any questions to the teacher or responsible staff member who is most familiar with school and district protocols.
- ☆ Please ask staff members for clarification regarding volunteer assignments.
- ☆ Please let staff members know if you are uncomfortable performing specific volunteer assignments.
- ☆ Please refer discipline problems to the teacher or staff member in charge.
- ☆ Please remain in the room or area of the school related to your volunteer activity, and wear the visitor badge at all times.
- ☆ Please refrain from initiating informal conferences with a child's teacher during volunteer time.
- ☆ Please do not bring siblings or other children to school during a volunteer time unless otherwise authorized by the principal and the teacher of the classroom in which you are volunteering.
- ☆ Please contact the main office if, for some reason, you are running late or will not be able to volunteer as scheduled.
- ☆ Confidentiality:
 - ⦿ All information regarding students must be kept confidential, including children's learning abilities and progress, discipline issues and any identifiable information. This applies to anything you see, hear or otherwise become aware.
 - ⦿ Any information that a student reveals that raises a concern, should be reported to the staff member in charge or the school principal and kept confidential. All staff members are mandated by law to report child abuse/neglect to the appropriate agency.





Frequently asked questions

☉ Where do I go when I arrive at the school?

Upon arriving at any of our schools to volunteer, you always first stop at the main office to show ID, sign-in and get a badge. The secretary in the main office will be able to answer any of your questions and direct you to your volunteer assignment.

☉ Where should I park?

Generally it will be okay for you to park in the staff parking lots. It would be a good idea to check with the secretary the first time you volunteer at one of our schools.

☉ How should I dress?

Please remember that as a volunteer, you are a role model for our students. The district strives to maintain a professional decorum. We ask that you wear clothing in which you are comfortable, but that it is also appropriate.

☉ Is it okay for me to volunteer in my child's classroom?

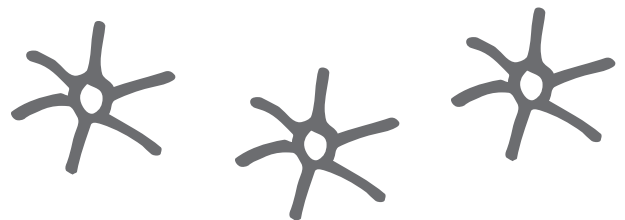
There may be opportunities for parents to work in their child's classrooms; however depending on your child's teacher and grade level, that might not always be the case. It is important to note that if in some cases, working in your child's classroom is not working out for any of the stakeholders (parent, child, teacher) there are numerous other volunteer assignments where you could still donate your time!

☉ Who do I go to if I have a concern over something I see or something a child says to me?

We ask that you immediately tell the classroom teacher with whom you are working. He/she will make sure that it is dealt with in the appropriate manner, and that the appropriate school officials are informed. You may also report any such concerns directly to the building principal.

Tips for working with children

- ☆ Be approachable—learn the students' names and show interest in what they are doing.
- ☆ Be a good listener—listening is essential when working with children.
- ☆ Make the child you are working with feel comfortable. Before jumping right into the task, ask a few questions about their interests or likes.
- ☆ Encourage the students to do their own thinking. Remember to give the student plenty of think time. Silence often means the child is thinking of what they are going to say, write or do.
- ☆ Don't help too much. Rather than just doing it for them, try to ask questions of the student that would lead them to figuring it out on their own.
- ☆ Encourage children to do their best. Offer praise, not criticism.
- ☆ Be patient.
- ☆ Be consistent with classroom expectations regarding behavior and quality of work.
- ☆ Should you encounter any problems with student behavior, immediately refer the matter to the teacher.
- ☆ Always respect a child's privacy.
- ☆ SMILE and have fun!





Application for Volunteers

3150F - Reviewed: 12/2010

File: Principal's Office and
Office of Human Resources

Date: _____

Name _____ School Year: _____
Former Names: _____ (must be completed yearly)Address _____ Home Phone _____
_____ Work Phone _____
_____ Cell Phone _____Do you have a student in our schools? Yes No Student's Name _____ Grade _____Volunteer services for which you are applying

_____Have you volunteered in the district in the school year prior to this application? Yes No

If yes, where? _____

Special skills/talents? _____

References: List three persons not related to you that you have known for at least one year.

Name Address Phone How known

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1) Have you ever resigned from a position rather than face disciplinary action? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Has any disciplinary action been brought against you which resulted in you being discharged from employment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Did you ever receive a discharge from the Armed Forces of the United States which was other than "honorable" or which was issued under other than honorable circumstances? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Have you ever been convicted of any crime (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Are you now under charges for any crime (felony or misdemeanor)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Have you ever had a teaching credential revoked, suspended or annulled? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020 and/or Section 75 of the Civil Service Law? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered YES to any of the questions above, provide the specifics or an explanation for the response on a separate sheet. If you elect not to provide specifics or if such an explanation is insufficient, your application may be denied.

AFFIDAVIT

Under penalties of perjury, I declare and affirm the statements made in the foregoing application, including accompanying statements and transcriptions, are true and correct. I will inform the school principal if any of my answers change during the school year.

Date: _____ Signature of applicant _____

Date Received: _____ Signature of Principal _____





3150F.1 - Reviewed: June 9, 2009

SUBJECT: STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT FOR SCHOOL VOLUNTEERS

Your service as a volunteer in our schools is greatly appreciated. In your association with teachers and students, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. Confidentiality is of the utmost importance in your work with teachers and students. You may not discuss a child even with that child's parents/guardians; nor are you to contact parents/guardians regarding the behavior or performance of students. You must always refer any questions regarding students to the student's teacher or the building principal. If you need help with a student, discuss the matter professionally with the child's teacher or other designated school official. Before beginning service as a volunteer in our School District, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below.

1) I will not discuss with others, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in the school; nor will I disclose or permit to be disclosed, directly or indirectly, student education records, personally identifiable student information in such records, or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated staff members and/or as authorized by administration.

2) The confidentiality of student information shall include, but not be limited to, the following topics:

- a. Academic standing (including student grades and test scores);
- b. Attendance;
- c. Financial status;
- d. Physical/mental health identity and history;
- e. Disciplinary status/records.

3) I further understand that, in accordance with the Family Educational Rights and Privacy Act, "education records" (generally defined as "those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released, except as enumerated in law, without parent/guardian permission.

4) As a volunteer, I understand that I am not authorized to examine, release or comment on student records/information unless expressly authorized by school officials in accordance with applicable law.

5) While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.

6) I will never take any confidential student data from the school unless authorized by the building principal or his/her designee.

7) Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the school administrator and/or staff member that supervises the volunteer.

8) I must report any breach or suspected breach in this confidentiality agreement to the building principal or his/her designee.

Volunteers in our School District shall perform tasks only under the supervision and/or guidance of appropriate staff, and are expected to comply with all District rules and regulations. Orientation and inservice training will be provided by appropriate staff to help ensure volunteer awareness of their duties, responsibilities, and expectations; and will stress the issues and importance of confidentiality of student information. Volunteers shall be given selected materials, including applicable Board policies and/or administrative regulations, that address the role of the volunteer.

Violation of these guidelines may constitute cause for termination of the volunteer's services. The Superintendent or his/her designee is responsible for decisions concerning continuation or discontinuance of a volunteer's activities.

Volunteer Confidentiality Agreement and Signature (required for all volunteers) -- By signing, I acknowledge that I have read, understand, and will comply with the Confidentiality Statement above.

Name of Volunteer (please print)

Signature of Volunteer Date

Signature of Administrator Date

This Confidential Agreement will be kept on file in the Main Office of the building to which the volunteer is assigned. A copy of the Agreement will be provided to the volunteer.

