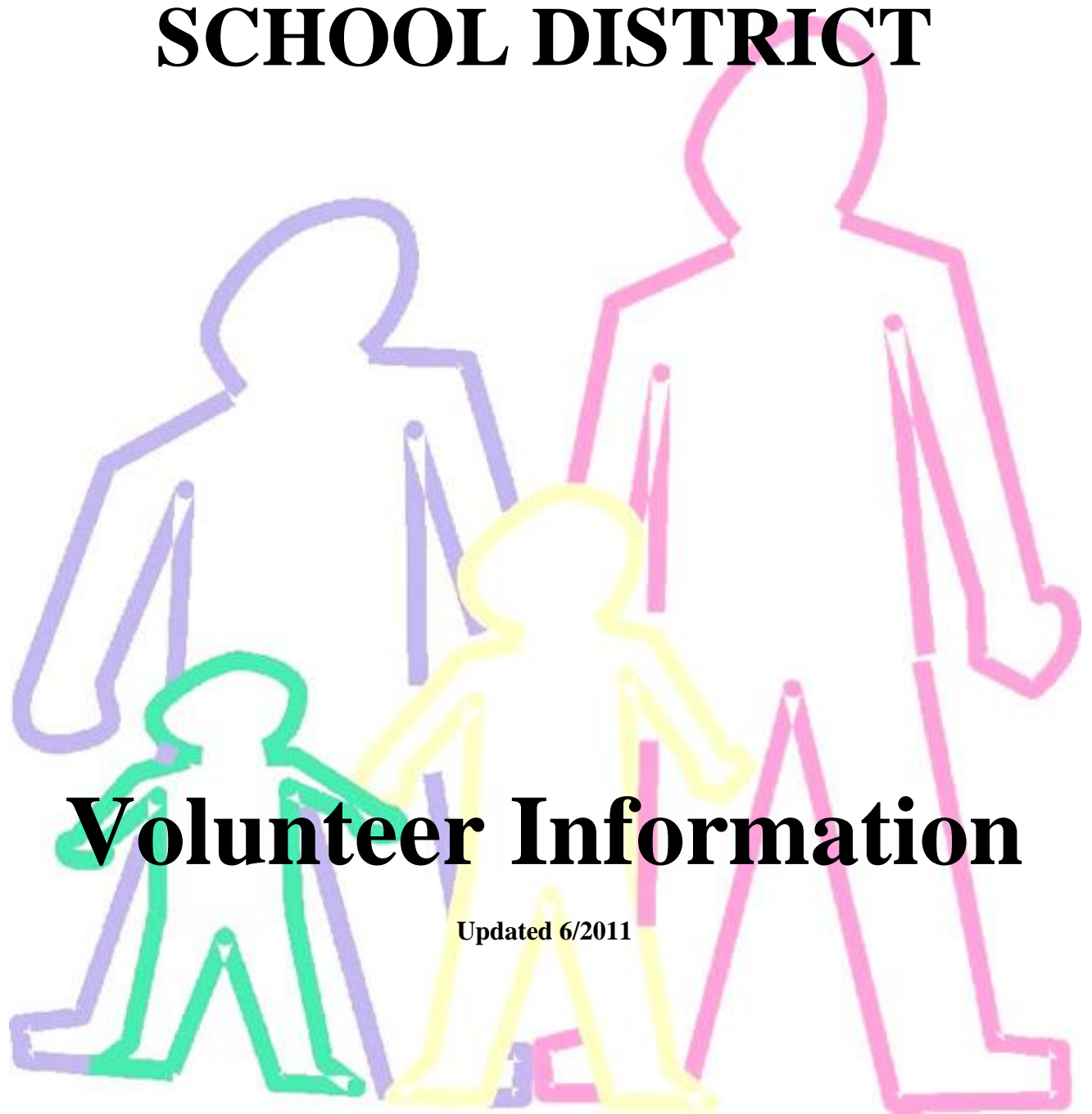


KENAI PENINSULA BOROUGH SCHOOL DISTRICT



Volunteer Information

Updated 6/2011

INDEX

- PART I** **VOLUNTEER PROGRAM OVERVIEW**
- PART II** **BACKGROUND CHECK INFORMATION**
- PART III** **KPBSD SAMPLE VOLUNTEER HANDBOOK**



"Everyone can be great because anyone can serve. You don't have to have a college degree to serve. You don't even have to make your subject and your verb agree to serve... You only need a heart full of grace. A soul generated by love..." -- *Dr. Martin Luther King, Jr.*

PART I

VOLUNTEER PROGRAM OVERVIEW (FOR STAFF)

WHAT IS A VOLUNTEER PROGRAM?

A volunteer program creates a partnership between parents, community and teachers by bringing volunteers into the classroom to participate in a child's day-to-day education. Volunteers and teachers share a deep concern for children's welfare and there is no better way to encourage a child's growth and development than by working together to meet his or her educational goals.

BENEFITS

TO STAFF:

- Better understanding of community
- Familiarity with more parents
- More time for professional tasks
- More hands for large projects
- More time for individual students

TO VOLUNTEERS:

- Opportunity to contribute in a meaningful way
- Opportunity to develop talents and skills
- Better understanding of own child in school setting
- Awareness of the range of abilities of child's peer group
- Larger circle of friends
- Closer relationship with staff
- Knowledge of school curricula, programs, schedules and expectations
- Personal rewards from helping children learn
- Increased self-confidence
- Employment referrals

TO CHILD:

- Wider contact with a variety of supportive adults
- More individual attention
- Larger variety of learning aids and activities
- Stronger sense that education is important because adults contribute their time and talents
- More consistency in meeting the needs

TO COMMUNITY:

- Stronger sense of togetherness
- Better understanding of school philosophies and policies
- Sense of pride in school

THINGS TO CONSIDER TO SUPPORT A SUCCESSFUL VOLUNTEER PROGRAM

- ❖ Orient all school staff of purpose and vision of volunteer program for your school.
- ❖ Before establishing a volunteer program, conduct a brain storming session about building and staff needs. What specific things does the staff want volunteers to know before volunteering?
- ❖ If possible, establish a separate room where volunteers can work, relax, share parenting ideas, concerns, and skills.
- ❖ Recruiting ideas: Use your PTA, PTSA, school-to-home newsletter, open house, registration, and local service organizations such as Lions Club, senior citizens, local high school honors program students, chamber of commerce to support parents taking off from work to volunteer.
- ❖ Be flexible in your program. Some volunteers may be able to keep a schedule and others can't. Give opportunities to both.
- ❖ Give volunteers specific, manageable tasks to do. If you have expectations for a finished product, make sure the volunteer has clear directions; if not, allow the volunteer to be creative, always checking for educational appropriateness.
- ❖ Conduct training and orientation for volunteers. Offer more than one training session. Training time should be limited to 2 hours. Be informative, positive and use a variety of people and their expertise.
- ❖ Establish a sign-in/out book. Use name tags or volunteer badges for identification of people in the building.
- ❖ Allow volunteers to share "ownership" of the volunteer program.
- ❖ Give praise and appreciation regularly. Send post cards to say "Thank You." Show genuine interest in the volunteer as a person. Encourage kids to show appreciation to volunteers. Keep track of and regularly report the number of volunteer hours. Sponsor a Volunteer Luncheon; ask staff to provide refreshments, or have students put on a skit or recite poems, etc.
- ❖ Introduce volunteers in the classroom as someone who deserves respect, cooperation and consideration.
- ❖ Upon request, write letters of recommendation.

- ❖ Take advantage of beginning of the year enthusiasm, plan ahead for major volunteer projects. Make a schedule of things that you know will come up throughout the school year that will require volunteer help.

Post sign up sheets on poster paper listing possible projects that need volunteers.

Family Fun Night	Help in Library	Recycling	Office Help	Computer Lab	Classroom Help	Playground Help
Name & #	Name & #	Name & #	Name & #	Name & #	Name & #	Name & #

VOLUNTEER QUESTIONNAIRE

You are a recipient of unconditional love, you are a volunteer!

PERSONAL			
Name			Phone #
Address		City	Zip
I am available to be at school the following days:			
☼ Monday ☼ Tuesday ☼ Wednesday ☼ Thursday ☼ Friday			
EMPLOYMENT			
I am presently: ☼ working full time ☼ working part time ☼ homemaker			
☼ college student ☼ retired ☼ high school student			
EXPERIENCE/SKILLS			
Volunteer experience:			
Work experience:			
Specific skills I would like to share:			
EMERGENCY CONTACT			
Name			Home Phone #
☼	I just LOVE working with kids! Count me in during.	☼ Reading	☼ Math
☼	I prefer working with kids in _____ grades.		
☼	I'm energetic! I like to do busy work such as filing, Xeroxing, bulletin boards.		
☼	I'm an organizer and can make phone calls for PTA or classroom teachers.		
☼	WOW..the library needs help. I can do that!		
☼	I am creative! I could create a bulletin board or help with an art project.		
☼	Boy can I work well on a committee (Family Fun Night, Reflections, Book Fair, Teacher Appreciation, Canned Food Drive, Recycling, Fund Raising, Baking, etc.)		
☼	I have some great stories and pictures from a trip I took that I can share with kids.		
☼	Everyone is special! I have a talent and/or hobby I can share!		
☼	I would like to write news articles for the newspaper.		
☼	I can help sponsor an after-school activity such as sports, cooking, languages and art!		
☼	I'm a very safe driver and would love to help transport kids on a field trip, oh the places we could go!		
☼	I'm pretty good with a computer; I could help in the computer lab.		
☼	I would love to help in the office: ☼ answering phones ☼ filing ☼ copying ☼ typing ☼ laminating.		

WHAT SHOULD ORIENTATION OF VOLUNTEERS INCLUDE?

A prime ingredient to the success of the volunteer program is a happy, well-informed volunteer who is knowledgeable about the program's objectives and the responsibilities of the staff, the volunteer and the student.

Therefore, it is important that each volunteer complete an orientation to become familiar with:

- Opportunities to use talent
- Volunteer Calendar of Yearly Events
- Volunteer Questionnaire & Application
- Visitor and Volunteer Sign-In/Out Sheet
- Goals and objectives of the volunteer program
- Areas in which volunteer assistance is most needed, including specific job descriptions
- Role of the volunteer in relation to staff, students, program coordinator, total educational program and the community
- Personnel policies, confidentiality agreement, school procedures and regulations pertaining to volunteers (i.e., insurance, safety, parking, health requirements, importance of confidentiality)
- Emergency Action Plan
- Tour of School
- General characteristics of the groups with whom volunteers will be working (i.e., principles of child development, cultural diversities, working with students with disabilities)
- Staff and other sources from which volunteers can get advice, guidance and information
- Volunteer background check

PART II

BACKGROUND CHECK INFORMATION

YEARLY VOLUNTEER SCREENING

After initiating a pilot program at four schools during the 2008 – 2009 school year, the Kenai Peninsula Borough School District has launched a districtwide yearly volunteer screening program to ensure all students will be as safe as possible. Anyone interested in being a school volunteer needs to complete an online application and agree to a background check; only criminal activity will be checked. All information will be kept confidential and information can only be accessed by a few members of the Human Resources Department. To complete the screening process, visit the District's web page at www.kpbsd.k12.ak.us and click on Volunteers, then click on Volunteer Openings and find the location where you wish to volunteer. Click the Apply button that corresponds to that location, then follow the instructions. Please contact the Human Resources Department at 907-714-8888 if you have questions.

PART III

MODEL VOLUNTEER HANDBOOK

INTRODUCTION

The Kenai Peninsula Borough School District Long Range Plan emphasizes the importance of meaningfully engaging parents in their child's education. The purpose of this guide is to help all schools by offering suggestions for a more systematic approach to volunteers in the schools.

As a resource guide, this handbook is designed to assist the school with planning, developing and implementing an effective program throughout the school. There is no model program that can simply be plugged in at the school level. Each school must develop a plan based on their needs. There are, however, many ideas and procedures that have proved to be important to a good volunteer program and these are adaptable to meet the unique needs of each school.

Studies show that *all* children in a school, not just the children of parents who are involved, develop better attitudes about school and schoolwork when volunteers are in the classroom. The general presence of volunteers in the classroom communicates that schools and schoolwork are valued and important in the community.

A school volunteer is a concerned and dedicated person who works in a school to support the efforts of professional personnel. Volunteers may be male or female, young, middle-aged or senior citizens; single or married, actively employed or retired. They reflect every economic, social, racial, religious, ethnic and educational background to be found in the community.

The Kenai Peninsula Borough School District believes in the African proverb, "It Takes a Whole Village to Raise a Child." We are fortunate to have so many caring people in our district who also subscribe to this philosophy.

*One hundred years from now
It will not matter
What kind of car I drove
What kind of house I lived in,
How much I had in my bank account
Or what my clothes looked like.
But the world will be a better place because
I was important in the life of a child.*

GUIDELINES FOR SUCCESS

We all have perceptions of what happens around us. However, if you feel strongly about something which takes place in school, discuss it with the classroom teacher or building administrator. It is not appropriate to discuss specific personalities or incidents within the community. We must respect the confidentiality of all our students, their families and staff. A breach of confidentiality will result in dismissal from the volunteer program.

Your role as a volunteer is to assist in the educational process of many students. All students need and enjoy your help, patience and consideration.

You must be trained before working with office equipment. If you are working with a piece of office equipment and it breaks down, report the problem to the office. Do not attempt to fix it yourself.

Volunteers will be positive role models in all aspects of dress, speech and action.

Use a Positive Attitude and Positive Talk when dealing with students.

Encourage students to be independent. Do not do the work for the students, i.e., spell words, give answers. Ask questions that encourage students to think about the answer. Do give encouragement, hints, and demonstrations.

Be reliable. Teachers are depending on you. Notify the school well in advance if you are unable to keep your schedule.

Enter classrooms in a non-disruptive manner.

Please do not bring your younger children.

Be fair and nonjudgmental of situations you may not understand.

Always give your volunteer sessions your very best even when you are not at your best.

Be familiar with the classroom discipline policy - work within the boundaries set by the teacher.

Follow the school's daily schedule. Share the work load with other volunteers.

USEFUL TIPS FOR VOLUNTEERS

Everyone wins when volunteers:

- ◆ Recognize and show enthusiasm for the accomplishments of students.
- ◆ Listen with interest to what the students have to say.
- ◆ Are sensitive and responsive to the feelings of students.
- ◆ Treat all students fairly and consistently.
- ◆ Allow each student to work at his or her own pace.
- ◆ Encourage students to ask questions and make responses. "That's a good try", is an excellent motivator.
- ◆ Remember that they are in a position to cultivate friendship and trust with a student.
- ◆ Try to be as organized and prepared as possible since the time with the student is limited.
- ◆ Encourage the student. When discussing the student's performance try to make positive remarks and be as optimistic as possible.
- ◆ Set aside some time during the session to share experiences or play a game.
- ◆ Have students explain the strategy, concept, or learning covered before the session ends.
- ◆ Let the student know when they will be returning.
- ◆ Mention at least one thing the student did well during the session.

GETTING ACQUAINTED

Getting to know your assigned student is essential to the success of your tutoring experience. Your initial contact is an important opportunity to get things off to a good start. Begin by telling something about yourself and your family. Secondary students won't open up as spontaneously as elementary kids.

The following questions are suggested as guides for getting acquainted with the student you will be helping:

- ◆ What do you like to do most in your free time? (after school or on week-ends?)
- ◆ What games and sports do you enjoy playing?
- ◆ What is your favorite TV program? Why do you like it best?
- ◆ Do you belong to the library? What type of books do you like best?
- ◆ What do you like to do best in school?
- ◆ What is your favorite animal?
- ◆ When is your birthday?
- ◆ What is your favorite food?

SAFETY ISSUES

If you are in the building during a fire drill, exit the building immediately through the closest exit (refer to building map), and go directly to the designated area.

All schools have an Emergency Action Plan. Please take time to familiarize yourself with it. You may request to review the plan in the school office.

Volunteers cannot diagnose an illness, prescribe or issue any type of medication, or even apply a Band-Aid.

Blood born pathogen information will be provided by the school nurse.

Volunteers are required to sign in before going to any area of the building. Volunteers must also sign out before leaving the building.

PLAYGROUND - EQUIPMENT GUIDELINES

Detailed information can be found on the KPBSD website at:

http://www.kpbsd.k12.ak.us/school_board.aspx?id=3418

Or in the KPBSD Student Handbook at:

http://www.kpbsd.k12.ak.us/students_parents.aspx?id=506

PLAYGROUND RULES

Here are some general rules, please check with your school for specific rules.

- Fighting is not allowed. No pulling on clothes or hats.
- Throwing anything harder or sharper than a marshmallow is not allowed. Throwing dirt or snow is not allowed.
- Chase games should not be played.
- Woods and snow banks are off limits unless children are told otherwise.
- Toys are to be from the class "donation box" to avoid problems of ownership and loss. All toys brought out need to come back in each recess.
- When it is time to come in, all children must stop play activities and quickly line up.
- Have a child stand by you or the wall for breaking a rule. Students who dangerously break the rules (hurting another student, will not obey you) should be sent immediately to the principal. If there is a problem/behavior you feel the teacher needs to know, see them at the end of recess. Please inform the teacher if the student has been sent to the principal, nurse, etc.

DISCIPLINE

All disciplinary interactions are to be reported to the staff member in charge. Please do not handle these on your own.

COMPUTER LAB GUIDELINES

Students should always be escorted to and from the computer lab. Please leave the hall door open while the lab is in use. Remember, no food or drinks in the lab.

Students should:

- Come into the lab in an orderly manner and use soft voices while there.
- Sit down and await your instructions without touching computers.
- Use a gentle touch when using the keyboard.
- Leave the keyboard on the table at all times.
- Clean up computer lab before leaving, i.e., paper, math blocks, books, etc. Push chairs under the tables.
- “Log-Off” correctly.
- Follow posted computer lab rules.

LIBRARY GUIDELINES

As a volunteer in the library there are many services that can be provided. Shelving of materials can be a real help to librarians. Volunteers need an understanding of filing by the Dewey decimal system. The Alexandria System is used to circulate materials throughout the schools. Building librarians will provide training on specific procedures for their building. However, the most critical thing to remember when volunteering in the library is confidentiality. All library patrons are legally guaranteed the right to have their library records kept private. A copy of the Handbook for Alaska K-12 School Libraries should be located in each library and contains a lot of helpful information for those working in the library. If a copy can not be located, the District Media center has this information.

OFFICE VOLUNTEER MANUAL

GENERAL INFORMATION

As an office volunteer, the best help you can be is to answer the phone and take care of situations at the front window. This allows the secretary to get her work done (and maybe even eat lunch!). The secretary will try to leave extra work to keep you busy.

You must be even tempered and able to handle most situations.

There are multiple incoming telephone lines and an intercom system that the staff uses, so you should be comfortable with working in a busy office atmosphere.

It's very important to be positive and friendly.

First impressions are very important.

Do not talk about anything that happens in the school...NOTHING!! We must protect every student, their family and the staff of our school.

Children cannot be in the office area. The only students allowed are trained aides scheduled to be there.

What can we offer *you* as a parent volunteer?

- Attain skills, exposure, understanding, compassion and ideas for working with your child.
- The principal will gladly write a letter of recommendation for you.

***Suggestion to "New" Office Volunteers: Buddy-up for a day or two with another volunteer until you feel comfortable doing the job on your own.*

AT THE BEGINNING OF YOUR SHIFT

Sign-in, in the Parent Volunteer Log.

Check the calendars and schedules (secretary should have) for daily events. There is an extra curricular calendar, as well as an in-school calendar.

Check the Staff Sign-in Book/Sheet and see what is happening for the day. (Check with principal/secretary for location)

BUS SLIPS

Students must have a note from their parent/guardian to take a different bus to a friend's house. Even if they normally ride the same bus, they still must have a note giving them permission to get off at a different stop. Students should not use the phone asking for a bus slip. Written permission from the parents are kept through the dates the student needs to take a different bus. If the parent calls on the phone, fill out a bus slip and make a copy of it.

DISCIPLINE

Do not take care of any discipline problems. Refer these to the principal or secretary.

EQUIPMENT

ALL EQUIPMENT IS FOR SCHOOL USE ONLY. *This includes staff also.*

FIRE ALARM

A fire alarm "drill" is held once a month. Check with the secretary for responsibilities.

INFORMATION FOR PRINCIPAL

The principal's "in" basket is where you would put any messages. Check with the principal/secretary to find out where to put important papers, or anything needing immediate attention. Check with the secretary/principal to see how they wish to have calls handled.

MEDICATION

Refer ALL students for medication to the nurse or secretary.

MESSAGES

Messages for the staff should be written on a note and placed in the teacher's box (or appropriate place). *Don't call teachers out of class or interrupt class unless it's an emergency.*

NEW STUDENTS

If someone comes in to register a new student, please get the secretary. There are too many forms for different situations.

RADIOS

Two-way radios may be used before school, at lunch, playground duty, and after school. These are usually not used during the other times of the day. If you need to use the radio: to talk, push the button on the side of the radio, and release the button to listen.

STUDENT CHECK-OUT

If a parent comes to pick their child up early, they must sign them out. The sign-out sheet is on a clipboard at the front window.

****IMPORTANT** - If you do not know the parent/child, please get the secretary, as there are special custody arrangements for some students.

The parent must sign the student out (not the student).

TARDY SLIPS

Students arriving after the start of school are considered tardy and will need to stop at the office. Slips from the parent are needed to excuse tardiness. Have the student sign-in and give them a tardy slip.

TELEPHONES

Some teachers have phones in their rooms. You can transfer calls only before school begins or after school is out. The extensions are listed on a sheet by the secretary. During the school day, take messages for teachers.

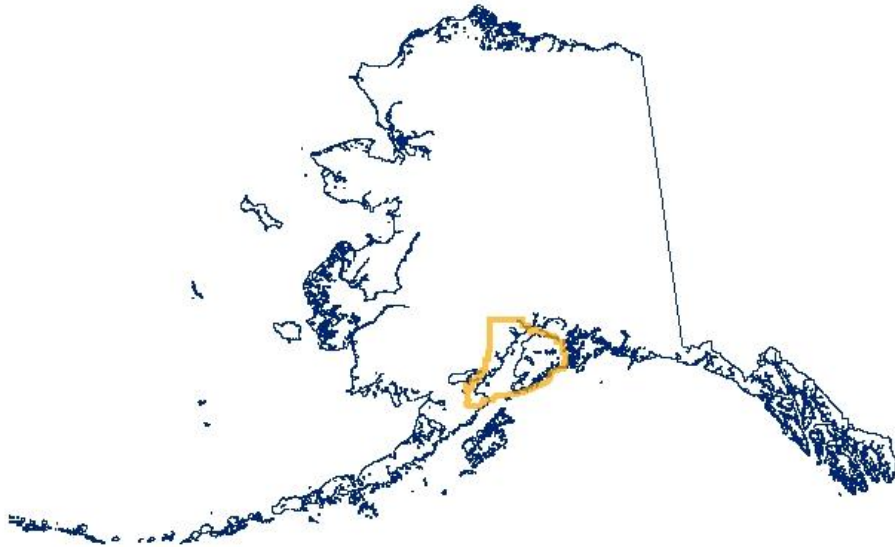
Try to answer the phone by the second ring. Always be polite. State the name of the school, your name and "May I help you?"

VISITORS

*****All visitors must check in at the office*****

If visitors have arrived to volunteer, have them sign the volunteer sign-in/out book. If they are just visiting/eating lunch with their child, please have them sign-in the appropriate book. It is very important to try to keep parents from interrupting the class. They may leave forgotten lunches or books at the office, and staff will get them to the student.

*Volunteers Make
a Community Difference*



KPBSD Thanks You!

Kenai Peninsula Borough School District

148 North Binkley Street

Soldotna, Alaska 99669

(907) 714-8888 fax (907) 262-9645

Web Address: www.kpbsd.k12.ak.us