

VOLUNTEER HANDBOOK

Hope School District



Our mission is to develop in children the knowledge, skills,
and attitudes to instill a lifelong love of learning and to
become productive and contributing individuals in a
changing society.

Prepared by
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*"You give but little
When you give of your possessions . . .
It is when you give of yourself
That you truly give."*

- Kahlil Gibran

Dear Volunteer:

Welcome to the Hope School District. On behalf of the students, teachers, and administrative staff, we would like to thank you for your willingness to share your time and talents. The work you do will have a positive influence on our students and assist us in providing a quality education for all students in our district.

Your participation in our schools should also provide a rewarding experience for you. There are many ways to become involved and they may vary between the three campuses. Volunteer opportunities include:

- Working with small groups or individual students
- Reading to students and/or listening to students read
- Mentoring a student
- Assisting students with special projects
- Assisting with special events
- Providing classroom presentations
- Assisting with clerical work such as word processing and/or prepping materials
- Driving on and chaperoning fieldtrips
- Planning classroom celebrations
- Helping in the library, computer lab, specialists' classrooms, or gardens
- Yearbook
- Becoming involved in PTA
- Science camp fundraisers

There are endless ways for you to participate. When children see their parents become involved in school, they experience a sense of pride, and understand their family's commitment to education. Our hope is that you find personal satisfaction in what you do. We thank you for your willingness to be part of a team that provides a nurturing environment and a quality education for all students in the Hope School District.

Sincerely,

Mariann Cooley
Vieja Valley Principal

Barbara LaCorte
Hope Principal

Nancy Lorenzen
Monte Vista Principal



Expectations for Volunteers

As a volunteer, I agree to:

1. Sign in at the designated sign-in location.
2. Wear my volunteer identification whenever required.
3. Never be alone with individual students.
4. Keep classroom and student work confidential. I will not discuss a student's problems with anyone other than the teacher or principal.
5. Not compare children within the classroom.
6. Work positively for the good of the school.



Do's and Don't's

What a Volunteer Does

- Praises and encourages
- Tells the child good things about himself
- Tries to understand how the child feels
- Commits to regular attendance and arranges a parent substitute
- Builds caring and supportive rapport
- Maintains control of the group
- Speaks directly to the teacher about concerns regarding student performance
- Is considerate of the teacher's time

What a Volunteer Does NOT Do

- Berates, belittles or uses sarcasm
- Acts in a cold or indifferent manner
- Criticizes the teacher
- Fails to call the let school know he or she is going to be absent
- Is late to the classroom
- Violates confidentiality by passing on information to the community
- Loses control and says something that is inappropriate or might be regretted
- Uses a cell phone or text messages while volunteer

Parent Tips

Parent Volunteers Make a Difference

Across the nation, parents, grandparents, and guardians are finding that their involvement as school volunteers, whether in the classroom or in preparation of materials at home - having a positive influence on student achievement.

Parent Tips - Remember To Be:

- Honest - in your approach and attitude. It will aid in developing trust.
- Patient - when working with students. If they are having difficulty with a subject, they do not need additional pressure.
- Flexible - in responding to the needs of students.
- Friendly - With a smile and thank you, you can accomplish miracles.
- Respectful - Treat individuals in the same manner you wish to be treated.
- Confidential - It is very important that what is observed in the classroom remains confidential. Student performance or behavior is not to be discussed with other parents.

The Three R's for Parent Volunteers:

Responsibility - the effective volunteer is:

- in regular attendance.
- appreciative of the efforts of the school to educate all children and to provide maximum learning opportunities for each.
- supportive of the administration and teaching staff.
- aware of the importance of planning.
- sincerely concerned about the students.
- able to generate enthusiasm about each child.
- willing to be discreet, sincere, dedicated and punctual.



Rapport - The understanding volunteer:

- recognizes the child's need to improve self-image and independent learning habits.
- supports the child by offering genuine friendship.
- recognizes the individuality of each student.
- provides a relaxed, friendly and caring atmosphere with student.
- respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student.
- provides opportunities for each child to be successful.
- cooperates, coordinates, and communicates continually with the principal, teachers, and staff.
- is willing to express concerns, and questions with supervisor.

Rewards - The successful volunteer:

- shares with the child the warm personal satisfactions which result from successful human relationships.
- provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched.
- receives the sincere gratitude of the school community.

Hope School District Volunteers Are:

Dependable!

Dedicated!

Responsible!

Supportive!

(Edited from National School Public Relations Association article)

How Children Learn

1. Children learn by doing, not by passive observation.
2. Children learn by asking questions and by searching for answers to their questions.
3. They learn by discovery.
4. They learn by using all of their senses when possible.
5. They learn by experimenting.
6. They learn by sorting and combining objects and ideas.
7. They learn by repeating experiences.
8. They learn by building confidence in themselves.
9. Children learn behavior by observing people they respect.



Helping Children Learn

1. Let children participate in activities as frequently as possible.
2. Ask children questions that may lead them to the correct answer instead of telling them quietly.
3. Let children discover by themselves (of course only when it is safe and prudent to do so).
4. Encourage children to feel, smell, taste, and listen, as well as have them look at objects.
5. Let children try new methods of doing things even though you already know an easier way. Avoid making models for children when they use art media.
6. Let children sort and combine according to their own ideas.
7. Give the children time to understand a new idea.
8. When speaking to children:
 - Praise their good efforts.
 - Use a tone of voice, which will encourage them and make them feel confident.
 - Avoid comparing children and their work.
 - Give children a choice only when you intend to abide by the choice.
 - State directions in a positive form ("We use blocks for building," rather than "Don't throw the blocks.").
9. Let children observe you as a model for appropriate behavior (sharing, showing respect, talking quietly, taking turns, etc.).
10. Explain your thinking process as you are completing a task ("I'm keeping my voice quiet so others in the room can think.").

Students' Learning Styles

"The secret of education lies in respecting the pupil."

- Ralph Waldo Emerson

Every person has a tendency to acquire skills or learn in a certain way. Within a family, parents often learn differently from each other and from their children; brothers and sisters also have different learning styles and degrees of success in school.

Educators can be much more effective if they are aware of students' individual learning styles. When a student does not understand a concept through one learning style, another can be used. As an example, if a student is unable to understand material written on the board or in a book, then oral presentation may be more effective. Development of many learning styles gives students a better chance to learn.

Research has shown that approximately 30% of elementary school-age children learn best through seeing. 25% learn best by hearing, and 15% learn best by touching and doing. The remaining 30% learn equally well by each method. It is estimated that 80% of material presented to school-age children is visual. In later grades, more students are able to learn visually. Over 75% of adults learn efficiently through visual means.

Auditory learners learn best by **hearing** the information. Questions and directions should be given orally. Discussion of material is best for these students. The more they hear the material, the more recall is possible. The use of CDs, DVDs, recordings and lectures greatly benefits auditory learners.

Visual learners learn best by **seeing** information. Directions and assignments should be written. Visual presentations of materials through the use of graphs, charts, outlines, and notes are most effective for these students. If oral instructions are given, they should be presented in short, clear sentences. Recall, for the students, is strengthened through the practice of writing and outlining the subject material

Tactile learners learn best through **hands-on** activities. Task cards, computers, and math manipulative provide effective methods.

Kinesthetic learners learn best by **experiencing** the information. Methods of presentation include acting, building, interviewing, role-playing, and observing.

Effective Ways to Work with Students

1. Be warm and friendly. Learn the students' names and show interest in what they are doing or telling you. Your role as a listener is very important.
2. Encourage them to do their own thinking. Give them plenty of time to answer. Silence often means they are thinking and organizing their thoughts.
3. If you don't know an answer or are unsure what to do, admit it and work it out together. Feel free to ask the teacher for help if needed.
4. Use tact and positive comments. Be encouraging. Seek something worthy of a compliment, especially when children are having difficulties.
5. Maintain a sense of humor!
6. Be consistent with teacher's rules for classroom behavior, schedule and atmosphere.
7. Follow the school's dress code. Wear comfortable clothes.
8. If parents and friends ask you about your work, tell them you enjoy working with the students, but always maintain confidentiality!
9. Keep your commitment. Teachers and students expect you and look forward to having you assist them. If you know you will be gone, let them know in advance. Keep all promises and make none that you cannot keep.

Enjoy your time working with students.



Simple Group Control Techniques

1. The best techniques are preventative.
 - ✓ Know the classroom standard for behavior.
 - ✓ Set them before every session.
 - "Today we will walk slowly to the computer lab."
 - "You will raise your hand when you finish your work."
2. State positive actions.
 - ✓ "Walk quietly." instead of "Don't run."
3. Get group body actions involved.
 - ✓ "I know you are listening if your hands are on your head, shoulders, lap, etc." Demonstrate the action you are asking for.
4. Provide a model.
 - ✓ "I'm looking for someone who..."
5. Count slowly to 5 or 10 when you want cleanup to occur.
6. Keep lowering your voice to a whisper to be heard, rather than raising it.
7. Rock/paper/scissors or choose a number to decide who is a winner.
8. Use the reward system that the teacher has in place, when applicable.
9. Give positive praise.
 - ✓ "What a nice line leader, line ender, too!"
10. Excuse students in small groups.
 - ✓ If you are wearing red, you may go. If you are using blue, you may go."
11. Don't allow students to continually disrupt the group. Refer to the teacher for assistance.

Always be kind, be consistent and be fair.

Words of Encouragement



1. *I knew you could do it.*
2. *You've just about got it.*
3. *You did it that time.*
4. *You're doing fine.*
5. *I'm very proud of you.*
6. *You're learning fast.*
7. *Well done!*
8. *You're doing a good job.*
9. *You figured that out.*
10. *I think you've got it.*
11. *It's a pleasure to teach you.*
12. *You did a lot of work.*
13. *You're working hard today.*
14. *You are learning a lot.*
15. *That's the way to do it.*
16. *You make it look easy.*
17. *That's better than ever.*
18. *Good remembering.*
19. *You've been practicing.*
20. *Now you've got it.*
21. *Congratulations!*
22. *I've never seen it done better.*
23. *Be proud of your good work.*
24. *Once more and you'll have it.*
25. *I couldn't have done it better.*
26. *Excellent!*
27. *Outstanding!*
28. *Good for you.*
29. *That's great!*
30. *Nice effort.*
31. *That's better.*
32. *That's the way.*
33. *Fine!*
34. *That's it!*
35. *You're right.*
36. *Keep trying.*
37. *Way to go!*
38. *Tremendous!*
39. *Perfect!*
40. *Nice going.*
41. *Good work.*
42. *Terrific!*
43. *Way to keep trying!*
44. *Marvelous!*
45. *Good going.*
46. *Fine job.*
47. *Clever!*
48. *Keep it up.*
49. *Fantastic!*
50. *Very good!*

Parent Volunteers

Special Situations

1. Working with a small group:

- Call each child by name
- Offer each child a chance to participate (Quiet children are sometimes ignored).
- Do not expect every child to be comfortable participating at first, although the teacher will tell you when all children should be involved.
- Develop an unhurried attitude. Enjoy the group and they will enjoy you.
- Allow each child to grow in independence by letting him/her do as much as possible without your help.
- Expect all children to use quiet voices, be respectful and follow directions.
- Give your students your undivided attention and leave cell phones on silent in your bag.
- Don't be afraid of making mistakes. (We all do!)

2. Chaperoning on a field trip:

- Remind your students that they are ambassadors of the school when they are off campus.
- Follow the teacher's directions about when to arrive and leave.
- Go directly to the venue and straight back to campus. No side trips for ice cream, extra shows, food, etc.
- Do not bring any "special" food or treats for the children in your group.
- You are responsible for the safety of the children in your care. Do not allow them to wander without adult supervision.
- Maintain order in your group. Expect and require excellent manners and behavior.
- Give your students your undivided attention and leave cell phones on silent in your bag.

3. Handling inappropriate behavior:

To avoid negative behavior from the children you work with:

- Instruct the children as though you expect them to comply.
- Give sufficient warnings of upcoming transitions:
"Jimmy, in 5 minutes you'll need to stop painting and put your apron away, wash your hands, and go sit on the rug."

"Anna, I asked you not to play with the headsets. Now you need to leave the listening center and go to the book corner. "

"In 5 minutes, we're going to rotate groups, so come to a good stopping point in your work before then."

- Be sure a child understands what you are saying. We sometimes use words that children do not know. Ask them to repeat directions.
- Keep your voice as low as possible. The children will get louder as your voice gets louder.
- Rewarding a child's or a group's good behavior and ignoring poor behavior encourages the good behavior. The reward might be a smile, a compliment, or a pat on the head. (Exception: Do not ignore potentially unsafe or hazardous behavior).
- Expect the students to work and focus while working with you. They should treat you with the respect they give the teacher. Do not be afraid to require this respect.

Some Final Thoughts . . .

Thank you for your interest in volunteering in our schools. Your experiences will add a positive dimension to your life. In addition to enriching our school programs, as a volunteer, you will automatically receive the following benefits:

- ★ You will have a hand in shaping a bright tomorrow for children.
- ★ You will have a greater understanding of what children are doing in school.
- ★ You will discover and use the talents you have.
- ★ You will develop understandings and skills that will help you in working with your own children, if you have any.
- ★ Your own children will grow in confidence, knowing that you are involved.
- ★ You will be rewarded by the love and appreciation of the children, teachers, and staff.

THANK YOU!!!



NOTES