

# VOLUNTEER HANDBOOK



## BLOOMER ELEMENTARY SCHOOL

## **WELCOME TO THE BLOOMER ELEMENTARY SCHOOL**

THANK YOU for offering your time, skills and talents to the students at Bloomer Elementary School. You are an important resource for our students and staff, and a vital link in the educational chain. We are excited to have the opportunity to work with you.

This handbook has been prepared to help you become familiar with our school and our volunteer program. It is our hope that it will help to ensure that your experience as a volunteer is a good one.

If at any time you have questions or comments, please contact the building principal or district administrator.

We look forward to a mutually rewarding and beneficial relationship. Together we multiply the possibilities for our children!

-Mr. Hartman, Principal



## Bloomer Elementary School Volunteer / Chaperone Expectations Reference Guide

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**PARKING** - available in the elementary school parking lot located in front of the building.

**AT SCHOOL** - enter at doors by office on the west side of the building.

**ADULT RESTROOMS** - located near the teacher's lounge.

**NAME BADGES** - are located in the office and must be worn while you are in the building.

**TEAM WORK** - work with staff members using a *team* approach.

**ASSIGNED ROLES** – should be performed to the best of your abilities.

**RELIGION**- Adhere to the law when it comes to religious discussion/references – there shouldn't be any.

**PROFESSIONAL** – Please be professional in your interactions with other adults and students.

**TACT** - Use tact and positive comments with students. Hold them accountable but be encouraging.

**CONFIDENTIALITY** – Please maintain the high standard of confidentiality required by the law.

**THE BLACKHAWK WAY** - Promote and model our core expectations of respect, responsibility and safety when comes to interacting with our students.

**APPRECIATION** – We appreciate all that you do for our students!!

"School Volunteer; anyone who supports school goals and children's learning or development in any way, at any place, and at any time--not just during the school day and at the school building."

Joyce Epstein, director, National Partnership--2000 Schools Network

## Lunch

Volunteers are always invited to join us for meals when they are working at school. HOT LUNCH can be purchased through the school's food service program for \$3.30. Please contact the office if you wish to purchase a lunch. You can also bring a sack lunch and are welcome to join your child in the lunch room or eat in the teacher's lounge.

## WHEN YOU ARRIVE AT SCHOOL....

All volunteers are asked to sign in and get a visitors pass to wear while you are in the building. Also please sign out before you leave. A sign-in/sign-out log is kept outside the school office. Please enter the date, your name, arrival time and where you will be working before you report for your volunteer service.

For security reasons and in case of an emergency in your family, it is important for the school principal and office staff to know who is in the building and where they are working.

In addition, a record of each volunteer's hours enables the school to evaluate its volunteer program. The time spent volunteering are an example of the commitment to quality education in our school district.

IF YOU MUST CANCEL because of an illness or emergency, please contact your school office as soon as possible. This is very important, especially if a classroom teacher is counting on your assistance.

If you know a day or more in advance that you will not be able to make it in at the scheduled time, please notify your assigned teacher or staff member by calling the school office.

To ensure your safety....

we have made available a VOLUNTEER'S EMERGENCY INFORMATION FORM to be used in the event you should need emergency medical treatment while volunteering at school. It is not required that you use this form. Completed forms will be kept in strict confidence, maintaining your privacy, and will only be referred to in the event of any emergency.

## FIRE AND TORNADO SAFETY.....

If you are volunteering at our school and there is a the fire alarm please follow the procedure of the classroom you are volunteering in or leave the building through the appropriate exit door with the student you are helping and join his or her classroom outside.

If a tornado drill or warning is issued while you are volunteering please follow the procedure of the classroom you are volunteering in.

## WHY DO YOU VOLUNTEER?

- To have direct involvement in your child's education
- To learn valuable ideas for activities you and your child can do at home
- To experience the great satisfaction of helping someone
- To have an opportunity for personal growth and develop new skills
- To learn about your community and school system
- To pursue a personal interest, hobby or career
- To get to know the school's staff and other parents
- To make a contribution to the community
- To gain on-the-job training/work experience

## WHY IS VOLUNTEERING SO IMPORTANT?

- We need you! When you are here, we can each give more children that extra bit of attention.
- We are a team in working with your child. It is very important for you to observe what your child is doing at school, so you are able to reinforce that learning at home. Also, you are the person who knows your child best, and you are able to give classroom staff valuable information about working with your child.
- When your child knows you are volunteering, they know that school is important and that what they are doing is important to you.
- The efforts of teachers are reinforced through you.
- You can enrich the learning opportunities of the children.

- The curriculum can be supplemented by making available the talents and resources of the community.
- The community's understanding of school needs and goals can be broadened.
- Family-community-school relations can be enriched.

### WHAT IF I WORK OR GO TO SCHOOL DURING THE DAY?

You can still be involved in your child's education. We always have ideas about ways you can participate best suited to your interests, skills and personal time schedule. You may:

- spend a few days in the classroom during your school break or vacation
- volunteer your lunch hour, or have lunch with your child
- some volunteer tasks can be done at home or in the evening
- arrange a field trip to your place of work
- find someone else in your family, such as a grandparent, who would like to volunteer
- inquire about employee-sponsored time-off to be at your child's school

You can also be involved by:

- attending parent nights, PIE-sponsored functions and special school activities
- emphasize home-school communication by checking your child's folder/notebook, communicating through notes or by phone, helping with homework and talking with your child about school.

### WHAT CAN YOU EXPECT FROM THE SCHOOL WHEN YOU VOLUNTEER

- To be treated as a valued member of the educational team
- Training, guidance support and direction that you may need
- Volunteers are treated in a courteous, respectful manner
- A variety of opportunities for volunteering
- An open channel for two-way communication
- Every effort is made to effectively use skills and resources offered

## WHAT IS EXPECTED OF VOLUNTEERS?

- To work as a team with staff members
- Assigned roles will be performed to the best of your abilities
- To follow the guidelines set in the volunteer handbook
- Students and staff are treated in a courteous and respectful manner

## WHEN WORKING WITH STUDENTS....

- Be warm and friendly; learn the children's names, show interest in what they are doing and telling you.
- Use a quiet voice: get near children to talk and avoid calling across a room.
- Encourage them to do their own thinking; give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
- If you don't know an answer or are unsure of what to do, admit it to the child, and work it out together. Always feel free to ask the teacher for help when you need it.
- Use tact and positive comments; be encouraging. Seek something worthy of a compliment, especially when children are having difficulties.
- Accept children as they are; don't pass judgment on their abilities, progress or behavior.
- Respect a child's privacy; all personal information must remain confidential. Student progress should not be discussed.
- Be consistent with the teacher's rules for classroom behavior, schedule and atmosphere.
- When discussing your work at school, please discuss the activities you do, rather than specific information about a child or staff member.
- Please keep your commitment; the children expect you and look forward to your coming!
- If a conflict arises in the classroom, encourage problem solving among the children, using a quiet voice and a positive attitude.
- Be understanding with your own child; it isn't always easy for children to share their parents with other children.
- The focus for attention should be on the children; save adult conversation for another time.
- And always maintain a sense of humor!

## CONFIDENTIALITY

In order to ensure every student's right to privacy, volunteers are expected to maintain the high standard of professionalism and confidentiality expected of our staff. This means that what happens within the classroom stays within the walls of the school. Do not talk about anything you may observe or hear about children and families in the classroom to your friends or family. Remember that each family has a right to their privacy, just as you do.

If you have concerns regarding a student's behavior, ability or performance, or any situation that you observe while volunteering at school, please discuss these with your assigned teacher or the principal. Likewise, in order to ensure privacy, volunteers are restricted from access to confidential information on students and employee files.

### PLEASE REMEMBER....

Our staff is held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers work under the supervision and direction of the school staff.

It is the policy of the Bloomer School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, athletic, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, or physical, mental, emotional or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 503 of the Rehabilitation Act of 1973.

### A FINAL WORD....

*You are a valuable part of our school. Volunteers provide important support for our children, and we are here to support you! Please ask any questions you might have--no question is inappropriate. We welcome any comments you may have. Tell us if you are unhappy with your volunteer assignment or are having problems. And tell us when you are having an especially good experience!*

*Happy volunteering!  
-Josh Hartman  
Elementary Principal*

## WAYS VOLUNTEERS CAN HELP AT THE ELEMENTARY LEVEL

*These suggestions are only a beginning. You will think of other ways that volunteer can help.*

Tell stories to children	Assist in learning centers
Listen to children read	Set up learning centers
Conduct flash card drills	Help contact parents
Provide individual help	Reproduce materials
Make instructional games	Make puppets
Work in clinic or library	Dramatize a story
Check our audio-visual equipment	Help with handwriting practice
Practice vocabulary with non-English speaking students	Set up "grocery store" to practice math skills
Play instructional games	Drill spelling words
Play games at recess	Make reading barrels from boxes
Assist with visual tests	Tell stories with puppets or flannel board
Prepare visual materials	Assist with sing-a-longs
Develop programmed materials	Show slides of other countries
Grade papers	Share crafts, or hobbies
Prepare bulletin boards	Play games
Help with book fairs	Discuss care and training of pets
Assist with field trips	Demonstrate different artistic abilities
Make props for plays	Discuss the view of a person with a handicap and the importance of understanding others
Set up or run bookstore or book exchange	Discuss different handicaps
Gather resource materials	Discuss attitudes, feelings and emotions
Help children learn to type	Share ethnic backgrounds and experiences
Help children with art and crafts	Discuss farm life and farm animals
Help with cooking projects	Demonstrate gardening skills
Check our books from public library	Help prepare assembly programs
Set up experiments	Discuss holidays and special occasions
Take attendance	Discuss aspects of safety
Collect lunch money	Demonstrate pioneer crafts: weaving, candle making, soap making,
Escort children to bathroom, library, cafeteria	musical instruments, toy & dolls
Work on perceptual activities	Assist in preparing courses in:
Make list of library resources	photography
Work with a handicapped child	creative dramatics
Prepare teaching materials	knitting
Supervise groups taking tests	square dancing
Discuss careers or hobbies	
Show a video to a group	
Reinforce learning of alphabet	
Help young children with walking on a balance beam, jumping rope or skipping	
Reinforce recognition of numerals	
Drill recognition of color words	
Talk to children-be a friend	
Help children with motor skill problems	
Help children learn foreign language	
Play a musical instrument	
Help students who play instruments	

