

NASHOBA REGIONAL SCHOOLS

THE CENTER SCHOOL
STOW, MA

VOLUNTEER HANDBOOK

“PARTNERS IN EDUCATION”

Investing your time and talents in our children's future.
Investing your time and talents in our children's future.

TABLE OF CONTENTS

Principal and Assistant Principal's Message	2
Volunteer Job Opportunities	3,4
Volunteer Guidelines	5
Hints for Working with Students	6
School Goals and Needs	7

VOLUNTEER OPPORTUNITIES

CLASSROOM VOLUNTEERS

Assist the teacher with groups, lessons or special programs as directed by the teacher.

ROOM PARENTING

Assist the teacher and the SPTO with projects in the classroom. This may include book ordering, setting up classroom volunteer schedule and searching for volunteers who will help with yearly fundraising and “fun”raising activities.

LIBRARY VOLUNTEERS

Check books in and out, shelve books, repair books, inventory books

COMPUTER LAB VOLUNTEERS

Assist with classes in the lab or type children’s stories.

SCIENCE LAB VOLUNTEERS

Assist with lab set-up and clean-up, help with experiments and activities or work with students individually and in small groups. Organize and inventory science materials.

READING VOLUNTEERS

Read with individuals or small groups, help children over “temporary hurdles.”

WRITING VOLUNTEERS

Guide individual students through the writing process.

RESOURCE ROOM VOLUNTEERS

Audio-tape books for Resource Room; be involved in special projects.

CURRICULUM PROJECTS

Develop resource files related to various curriculum units or organize curriculum materials.

SPECIAL PROJECTS OR TALENTS

Share an area of expertise or a hobby.

GENERAL OFFICE HELP

Word processing, copying or collating the weekly newsletter.

LUNCHROOM/RECESS VOLUNTEERS

Energetic and spontaneous people to make lunch and recess come alive for our students.

A Message to Volunteers

Dear Volunteer,

School volunteers play a key role in meeting the needs of students. When parents or other community residents work with children or faculty members, a number of benefits are derived.

These include:

**increased school/community awareness of the role the school plays in the community, and the role the community plays in the school;*

**increased student awareness with regard to the importance of building a cooperative relationship between the school and all community members;*

**an opportunity to help children “see” the connection between “real life experiences” and that which is studied in school;*

**an increased sense of active participation and commitment to the educational process.*

All of us, especially our children, can benefit from your time and talents. We welcome you, we need you and we thank you for your commitment to our school community.

VOLUNTEER GUIDELINES

Each year administrators and teachers are asked questions about the volunteer program; from potential volunteering before they decide to commit themselves and from veteran volunteers changing roles. By providing written guidelines, we hope to be pro-active and to offer everyone more information about the program.

1. A volunteer works under the direction and supervision of a teacher or staff member who requested such assistance. Communication between the volunteer and teacher or staff member, should be arranged at a mutually convenient time.
2. Volunteers will not divulge confidential information to which they may have access. Children's behaviors, needs and interactions must not be discussed outside of school. Problems or concerns should be brought to the attention of the teacher, staff person in charge, Assistant Principal or Principal.
3. Specific job orientation will be provided by the cooperating teacher or staff member.
4. Volunteers are encouraged to seek feedback from the teacher or staff member they are assisting. Open communication between volunteer and teacher or staff members will enhance the volunteer program.
5. Volunteers should make every effort to honor their commitment and to be punctual. The teacher you are helping may have taken a great deal of time to develop activities for you and for some children. The teacher or staff member should be notified if commitments cannot be carried out. [When appropriate, the volunteer may find a substitute or reschedule the activity. If possible, check with the teacher about the plausibility of this option.]
6. Total responsibility for disciplining students rests with professional staff. Volunteers having difficulties with any student shall immediately seek assistance from the teacher or staff member.
7. For children's safety and record-keeping purposes, volunteers are required to complete a CORI application before volunteering and sign in and out (each time you volunteer) at the front office. Identification badges must be worn at all times when volunteering in the building.
8. Younger siblings are not able to adjust to school routines; therefore, volunteers need to arrange for child care during their volunteer times.
9. We ask that you do not interrupt classes with unannounced visits. All deliveries to your own children should be through the office unless you are going to the classroom to volunteer at that time.

HINTS FOR WORKING WITH & ENCOURAGING STUDENTS

VOLUNTEERING:

When possible, learn the names of students.

Be sure the student knows and can pronounce your name.

Show that you are interested in the student as a person.

Be creative and innovative, but remember the teacher always has the primary teaching responsibility.

Be reliable. Your student(s) is (are) expecting you.

Build student self-confidence.

TUTORING:

Begin with a visit with the teacher to find out about a student's assignment.

Develop an opening rapport with your student: "How have you been? What's new? Guess what?... etc.

Review what has been taught.

Review the objectives of the lesson.

Provide the tutoring. Let the students do what they can on their own, assist as necessary.

Help correct errors and encourage mastery learning.

Review the lesson and answer any questions.

Leave on a friendly and positive note.

Discuss the student(s) and his or her progress with the teachers ONLY.

ADDITIONAL VOLUNTEER OPPORTUNITIES

VOLUNTEER COORDINATOR

Coordinate volunteer returns, act as a liaison between teachers and parents for staffing of volunteers; coordinate volunteer orientation in conjunction with the principals; annually review the volunteer handbook.

SPTO

Officers: Co-chairpersons, Secretary, Treasurer

Committee Chairpersons: Fundraising, Arts and Cultural Education, Spirit Committee, Services Committee

Specific Fundraising Events: Wrapping paper, Lip Sync, School Picnic, School Pictures, Annual Center Picnic, Bi-yearly Auction and other smaller fundraisers.

Special Committee Member

SCHOOL COUNCIL

Committee Chairpersons

Center Parent Representatives

Action Committees: Assist with implementing projects identified by the School Council.

OTHER SCHOOL PROGRAMS

Art: Volunteer for setup and preparation of students' artwork; travel to recycle resources; assist with annual Art Show in March.

Music: Supervise children at rehearsals and concerts.

HOW TO STAY INFORMED ABOUT OUR DISTRICT AND SCHOOL GOALS, NEEDS AND INITIATIVES

**ATTEND*

THE SEPTEMBER OPEN HOUSE
SPTO MEETINGS
SCHOOL COMMITTEE MEETINGS
SCHOOL COUNCIL MEETINGS
PARENT-TEACHER CONFERENCES

**CONVERSE*

WITH YOUR COOPERATING TEACHER OR STAFF MEMBER
SPTO MEMBERS
SCHOOL COUNCIL MEMBERS

**READ*

THE MONTHLY NEWSLETTER
THE MINUTES OF THE ABOVE MEETINGS, AVAILABLE ON THE
WEBSITE (WWW.SPTO.ORG)