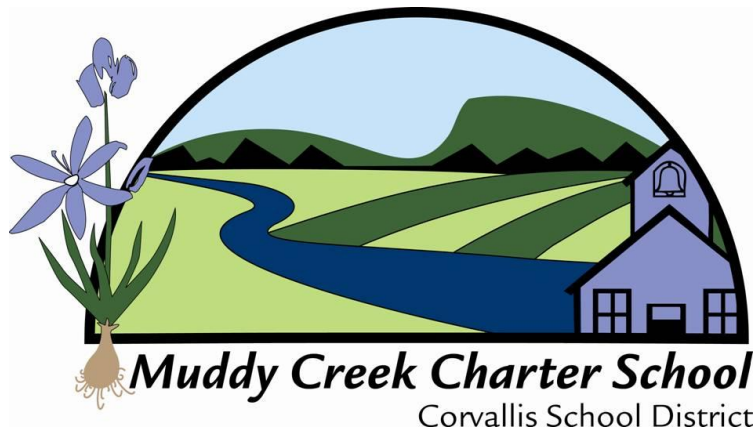


# Muddy Creek Charter School



# VOLUNTEER HANDBOOK

## ***Why Volunteer?***

As a volunteer you are an important part of our school's education team. You make a significant contribution to the education of our students in a number of ways. The rewards of volunteer work are many! You will experience the satisfaction of knowing that you are of valuable assistance to our students. You will grow in your understanding of people and learn more about your school and its curriculum. You may also learn or regain skills to be used in your own employment. Regardless of the amount of time you may be able to contribute or the type of assistance you provide you are appreciated. We sincerely thank you for your commitment to our program.

## ***Responsibilities of the Volunteer***

### **SIGN-IN AND ID**

Every person in a school building must be identified if the school is to be a safe learning environment for students. Please sign in each time you come into the building. In order for you to be covered by District liability insurance for volunteer activities, we must have a record of your having been in the building. It is also important for you to sign-out when you leave the building. In the event of an emergency, the staff must be able to immediately identify who is in the building. Wear your ID badge – not just so we know who you are, but also so you will know who else is in “your” building.

### **CONFIDENTIALITY**

Volunteers must protect the teachers' and students' rights to privacy. Remember that some of the information you will encounter while volunteering in the schools will be of a highly confidential nature. A student's behavior, academic progress, or personal information must remain in the classroom. If you have a specific concern, please consult privately with the classroom teacher or the building administrator. A signed confidentiality agreement is required for volunteer clearance.

### **VOLUNTEER APPLICATION**

You will be asked to fill out Volunteer Application form. This is to remain in the building where you volunteer and is not only for our information, but for your safety as well. Please include any medical information that could be necessary in an emergency.

### **COMMUNICATION**

You are responsible for communicating your needs to the staff. Please discuss your expectations with the staff before starting your assignment and whenever clarification is needed. Concerns you have with staff or other parents/volunteers should be taken to them directly. Mutual respect between staff and volunteers is expected.

### **DEPENDABILITY**

Volunteers are responsible for maintaining a professional attitude. Take your volunteering seriously – the kids you serve do! Remember that you are included in the day's lesson plan – the staff and students count on you to be there. Please call if you must be absent. You may also expect the staff to let you know of changes to their calendars.

### **SAFETY**

- Discipline is not your responsibility. However, with the exception of immediate danger, bullying or harassing behaviors, you should refer all discipline problems to a staff member of the

administration. Should you witness dangerous behavior, please intervene with a reminder to the student that his/her behavior not safe.

- Please don't ever put yourself in the position of working one-on-one with a student in an unsupervised area. You should be visible at all times to staff members and others. We need to protect our children from assuming that it's always okay to be alone with a volunteer. You also need to protect yourself from the possibility of a student's misinterpretation of circumstances.
- Immediately refer all accidents involving bodily fluids to the office staff. A
- For your safety, as well as our students, it is **required that when working with a child you must be within sight and sound of school staff. At no time are you allowed to be alone with a child.**

## TIPS FOR WORKING WITH STUDENTS

Here are some of the ways school volunteers can help students feel accepted and be successful in school:

- Learn students' names and use them often.
- Give students a warm and friendly greeting.
- Don't mentally classify students you meet as "poor" or "slow" or "brilliant" based on their dress or appearance.
- Listen carefully to what the student is trying to tell you and show genuine interest.
- Accept each student as an individual.
- Have realistic expectations.
- Be consistent when dealing with students – avoid picking favorites.
- Promise only what you know you can fulfill.
- Refer disciplinary problems to the staff.
- If you don't know, say, "I don't know, but we could try to find out!"
- Teach them that learning can happen to anyone!
- SMILE! A relaxed, friendly attitude creates the best learning atmosphere.
- HAVE FUN!!

## EXPECTATIONS

### **What the staff expects from a volunteer:**

A positive attitude  
Confidentiality  
Enthusiasm  
Initiative  
Patience  
Promptness

A willingness to follow directions  
Dependability  
Honesty  
Loyalty  
Professionalism  
Tact

### **What a volunteer expects from the staff:**

A positive attitude  
Clear instructions  
Consideration  
Enthusiasm  
Honesty

Appreciation  
A willingness to discuss expectations  
Courtesy  
Respect  
Patience