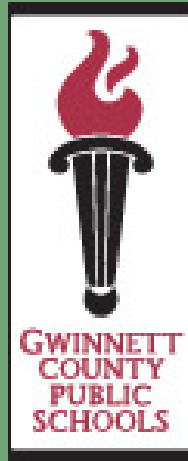
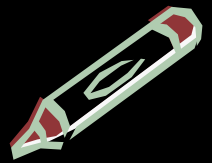


Volunteer Training



Britt Elementary



Why are you here?

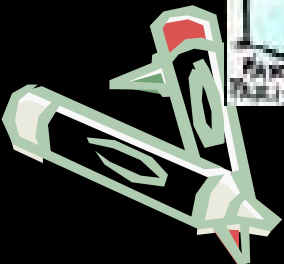


- Support Britt Elementary
- To support ALL children
- Mandated Training

TEAM WORK

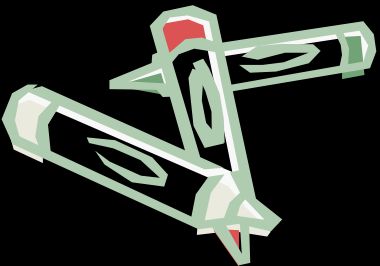
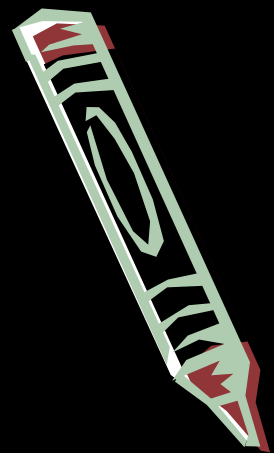


ATLANTIC FEATURE GROUP M.A.R.C. P.A.R.E.L.



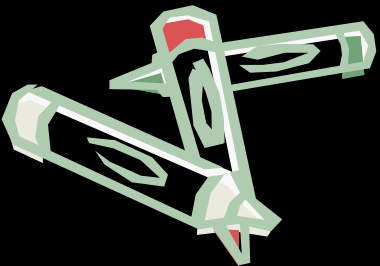
Being a Volunteer

- Building a Strong Volunteer Community
- Volunteer Training (mandatory)
- Volunteer Program Benefits



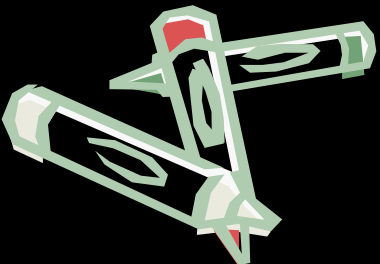
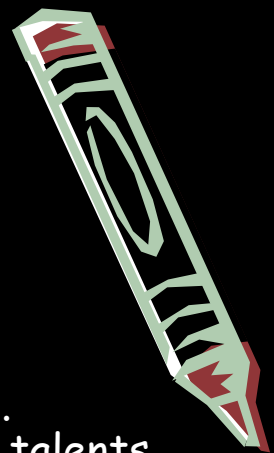
• If You Can. . .

- 1. Listen to children read.
- 2. Conduct flash card drills.
- 3. Reproduce materials.
- 4. Work in clinic or media center.
- 5. Proctor students taking tests.
- 6. Make and play instructional games.
- 7. Assist with vision screenings.
- 8. Correct student worksheets.
- 9. Prepare bulletin boards.
- 10. Help with book fairs.
- 11. Demonstrate gardening skills.
- 12. Tell stories with puppets or drawings.
- 13. Assist with field trips.
- 14. Assist with lessons in dramatics, photography, knitting or square dancing
- 15. Set up a 'pretend' grocery store to practice math skills.
- 16. Practice vocabulary with non-English speaking students.
- 17. Discuss careers or hobbies.
- **Please Help Our Students and Teachers.**
- 18. Make puppets.
- 19. Set up science experiments.
- 20. Play a musical instrument.
- 21. Help with handwriting practice.
- 22. Drill spelling words.
- 23. Help with cooking projects.
- 24. Gather resource materials.
- 25. Help children with arts and crafts.
- 26. Help children learn to type.
- 27. Set up or run a school bookstore.
- 28. Help arrange assembly programs.
- 29. Share information.
- 30. Help children practice games.
- 31. Work with a challenged students.
- 32. Listen to a child—be a mentor.
- 33. Assist with singalongs.



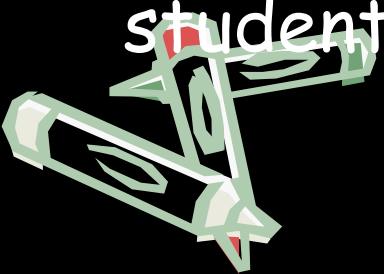
• Why Do People Volunteer?

1. Helping others.
2. Improving the community.
3. Gaining work experience.
4. Utilizing untapped educational skills.
5. Learning new skills.
6. Getting out of the house.
7. Changing the status quo.
8. Staying active and involved.
9. Meeting new people.
10. Being needed.
11. Testing a new career.
12. Making professional contacts.
13. Gaining academic credit.
14. Experiencing different life-styles.
15. Doing satisfying work.
16. Putting a hobby to good purpose.
17. Sharing fun time with family
18. Learning responsibility.
19. Fulfilling a tradition.
20. Being a winner.
21. Meeting new challenges.
22. Using natural gifts and talents.
23. Putting faith into action.
24. Helping a friend.
25. Preserving the past.
26. Influencing others.
27. Searching for a job.
28. Building self-confidence.
29. Empowering others.
30. Meeting others with like values
31. Being a role model for children.
32. Showing that they care.
33. Giving service back to the community.



Supervision

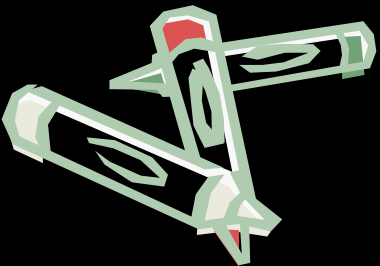
Volunteers always work under the direct supervision of the professional administrative and teaching staff at Britt and only with those teachers who have requested services of the volunteer. Gwinnett County Schools are responsible for the education, safety and well being of each student. For this reason, you can understand why the teacher, principal or volunteer coordinator may request the reassignment of a volunteer whose actions are not in the best interest of the school or students.



Sign In & Sign Out

All volunteers must sign in and out at the front entrance. As a safety measure, it allows the school to know who is or who has been in the building. Signing in also helps the school to find you if there is an emergency. Lastly, signing "in" and "out" enables us to collect and tabulate volunteer hours necessary for the school/district report card and many grant applications.

Also, when signing in, please wear your volunteer badge or a visitor's tag each and every time you visit. This will help everyone, including students, to get to know you more quickly and allows the school to know that you have a reason to be there.



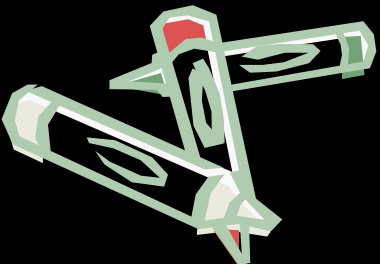
Volunteer Role

A volunteer provides support not only to the students, but also to the teacher, the nature of which is based on the discretion of the teacher for whom you are volunteering. As a parent, you have a unique perspective and ability to understand students. However, as a volunteer, you must act in that capacity first and foremost.

Volunteers must not lend money to students, and shall not indulge the children with gifts, food, or presents.

Professionalism

Although the job is voluntary, the commitment is professional. Besides maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and practices. Working with the teaching staff requires *flexibility* and a willingness to follow directions. Please be on time. Volunteers' timeliness affects a teacher's ability to execute their daily plan.



- Volunteer Guiding Principles

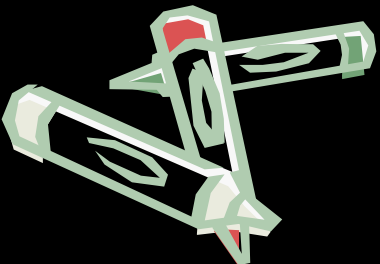
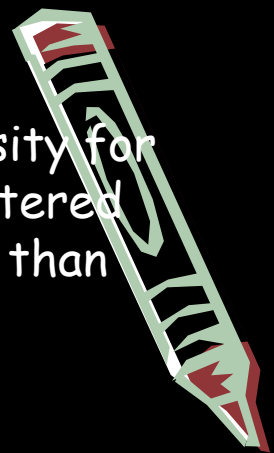
While participating as volunteer, you must understand the necessity for **CONFIDENTIALITY**. Any conversations or observations encountered while in school setting are not to be discussed with anyone other than the principal or your supervisor.

- Always sign in and out upon arrival and departure from school.
- Always put on a **volunteer name tag** upon arrival at school.
- Call staff either by Ms.; Mr.; or Mrs. Use their last name, never their first name unless the teachers request the students to call them by their first name (example: Ms. Polly).

Different jobs will be available and we will do our best to match you to the type jobs you would like. If you do not like your job assignment please see your teacher or school coordinator for a new job placement.

Don't just quit. We can always find a position you will like.

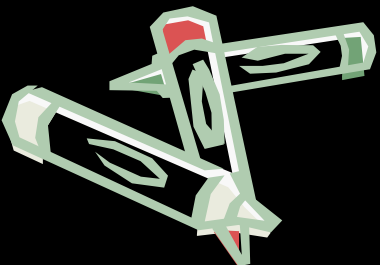
Due to liability, we cannot allow non-school aged children to be on campus while you are volunteering in classrooms, office or any other school ground area.



Confidentiality

Volunteers must protect the teachers' and students' right to privacy. Once a volunteer begins to work in a school setting, she/he becomes privy to knowledge about children's behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases, information of this nature is imparted so that the volunteer can work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their public image. One also forms personal opinions about the professional competency of individual teachers and staff.



Never share knowledge and/or opinions about the professional competency of individual teachers and staff in the community or with anyone who has no legitimate need to know.

Never make comments harmful to the reputation of any pupil, professional or other volunteer.

If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher, or the school. If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the administrative staff.

To make sure that students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. It can also harm the good reputation our volunteer parents have earned over the years. To help, here are some sample issues that can arise.

"Wasn't it cute when John . . ." No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom.



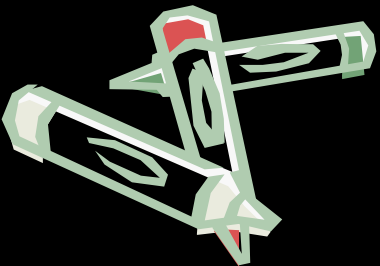
When parents ask you questions . . . Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Don't ask! Don't tell! If parents do have concerns, encourage them to talk to the class teacher.

When you see or overhear something . . . As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. What happens in the classroom (or the hall, or the gym) stays at school. If you have concerns about something you see or hear, please talk to the class teacher or Principal if appropriate.

When students tell you about their family, pet, vacation, etc. . . .
As students become comfortable working with you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school.

When you have a concern . . . If a student tells you something that causes you concern, tell the classroom teacher. If you observe something that troubles you, tell the classroom teacher. The teacher is in the best position to deal with the issue appropriately.

Remember you are a Mandated Reporter.



Approach - Be professional and be positive!

- Strive to give each child the best you can and know that other Gwinnett County school volunteers do the same when working with your child.
- Respect each child as an individual.
- Respect your co-workers and all school employees.
- If working in your child's classroom, try not to single them out for attention as this may make them uncomfortable.

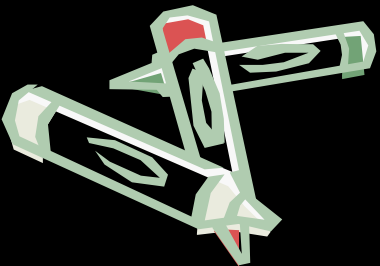
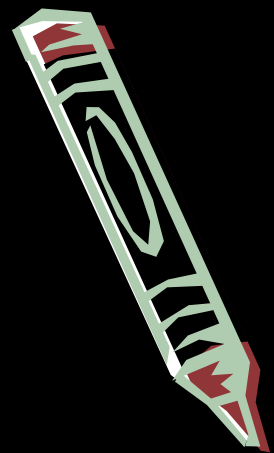
- Don't distract teachers while they are teaching. If you have questions wait until there is an appropriate moment.
- Honor your commitments and be on time.
- Find ways to be positive and notice things that are working well
- Try to make any criticism constructive.
- Remember your time and energy is helping to make Gwinnett County Schools a great place to learn!

Remember you are **NEVER** to be alone with a child.



Schedule Teacher Conference Time

Important conversations deserve preparation and dedicated time. If you need to speak with a teacher about your child, schedule a mutually agreeable time outside of class-time.



Respectful Behavior

Volunteers are expected to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, and all ethnic/racial and religious groups. Volunteers shall not make any comments that can be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations.

Volunteers shall avoid promoting any commercial products, religious doctrines or beliefs, as well as any political candidates (this includes political buttons) or parties.

Discipline

Allow the teachers to discipline children. If there are incidents of misbehavior, it is the teacher's job to deal with them. As a volunteer, it is helpful to be specific about rules and expectations with students. Keep limits and boundaries in place. Consistently and calmly work with students taking a neutral stance, restating rules and expectations and offering reasonable choices.



Refrain from Hallway Chatter

Chatting in the hallway is disruptive to teachers and students. If you need to talk with another parent, it is best to do this quietly near the office.

Preschoolers/Siblings

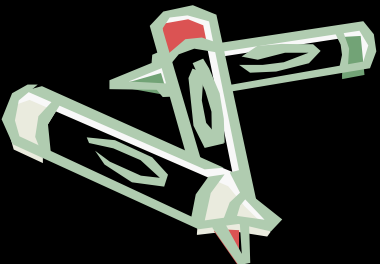
Please do not bring preschoolers or siblings when you volunteer. Exceptions may be made for classroom parties. Check with your teacher.

Coats/Purses

Don't bring anything of value to school. Coats, purses, umbrellas, etc. may be kept in the classroom where you are working.

Smoking

There is no smoking on school property.



Restrooms

Please use the adult restrooms.

Cell Phones

Please place them on silent and refrain from using cell phone in the classroom.

Emergency Procedures

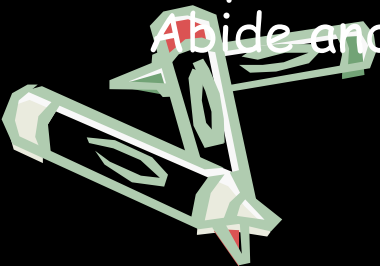
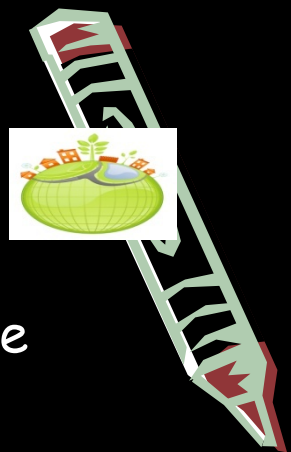
If there is a fire, tornado, "Lock-Down" drill or emergency exercise of any kind, please follow your class and do as the teacher instructs the students.

Field Trip Specifics

Fieldtrips can be especially challenging. Teachers recommend that volunteers,

- Act as an authority figure.
- Realize your 1st responsibility is to help, NOT socialize.
- Impart NO special favors.

Abide and enforce the parameters set forth by the teacher.

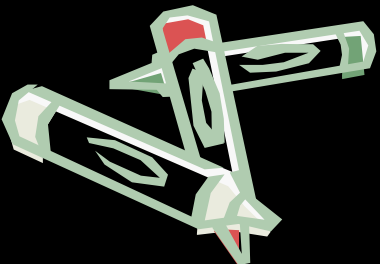


If You Need Help

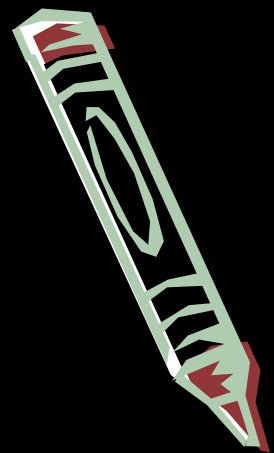
If you have questions, concerns, or just want to talk about your volunteer assignment, please talk with your child's teacher, the staff member you are working with, or Mrs. Stringfellow who is in charge of the volunteer program.

Checklist for Applying

- ✓ Complete Application Form
- ✓ Electronic Access/User Agreement
- ✓ Confidentiality Form
- ✓ Mandated Reporter Training
- ✓ Read this powerpoint- Orientation and Training
- ✓ Wear Name Tag
- ✓ Sign In Each Time You Volunteer



Hints for Working with Students



- Know their Name
- They know your name
- Be Creative & Innovative
- Be Reliable
- Build Students' Self-Confidence.





Volunteer Self-Evaluation

Follow directions

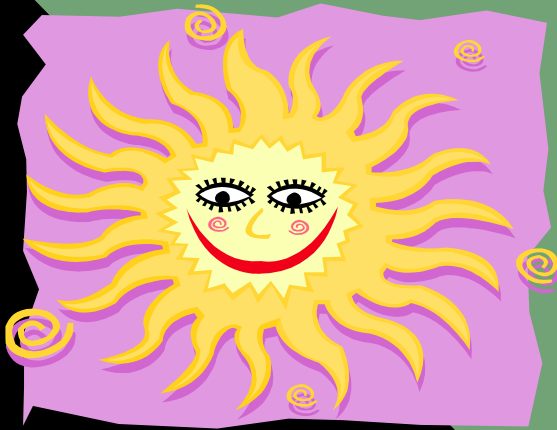
Avoid criticism

Confidentiality

Mandated Reporter

Responsible Use of Technology

We all want to be around sunshine!





You can learn many things from children.

How much patience you have, for instance.

Thank You



It takes a village!

