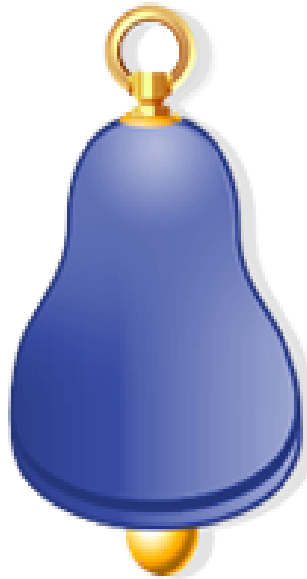


*Amanda-Clearcreek
Primary and Elementary*



2015-2016

Volunteer

Handbook

Amanda-Clearcreek Primary
414 North School Street
Amanda, Ohio 43102
(740) 969-7254

Amanda-Clearcreek Elementary
328 E. Main Street
Amanda, Ohio 43102
(740) 969-7253

Dear Volunteer,

Welcome to Amanda-Clearcreek Primary and Elementary. All of the teachers and staff members at our school recognize the school volunteer as an important part of our school program. With your help we can help the students in school get some extra help, assist teachers with art projects, bulletin boards, make classroom materials, carry out projects, etc. Without your help, many of these activities would not be possible and to us you are not only very important, but very special people.

This training/in service was planned to help you understand some of the ways that you can help at the school, find out what special skills you have to offer, and to get to know each other a little better. The following pages will explain some school procedures. I hope you enjoy the time you will be working in our school and let us thank you in advance for all the help you will be giving us in the year ahead.

Sincerely,

Becky Wagner

Becky Wagner, Principal
Amanda-Clearcreek Primary

Theresa Pinkstock

Theresa Pinkstock, Principal
Amanda-Clearcreek Elementary

Amanda-Clearcreek Primary and Elementary School Volunteer Program

- I. Statement of Philosophy — Our school encourages cooperation between staff and volunteers so that we can offer our students enhanced educational opportunities. school volunteers contribute unique talents, skills, and knowledge to our community. Volunteers can provide individualized attention to students and perform other valuable services that will enable teachers more time to concentrate on instruction. Volunteers can also help us promote positive public relations regarding our school and its mission.
- II. Meeting student and school needs
 - A. Students experience learning difficulties
 - i. Volunteers provide additional instruction
 - ii. Volunteers enhance student self-image
 - iii. Strengthen and expand educational program
 - iv. Volunteers offer enrichment opportunities
- III. Roles
 - A. Volunteers share talents, knowledge, skills
 - i. Continuing basis (focus of the program)
 - ii. One-time activities
 - iii. Work under the direction of school personnel with flexibility to modify program to enhance student achievement (cooperative effort between school staff and volunteers)
 - iv. Volunteers may be:
 - a. Senior Citizens
 - b. Parents
 - c. Business/industry employees
 - d. Other citizens of the community
- IV. Volunteer Activities
 - A. Tutor in the classroom
 - B. Assist with special programs
 - C. Act as a resource person
 - D. Reinforce special skills
 - E. Prepare instructional materials
 - F. Assist in organizing special activities
 - G. Work from home
- V. Duties and benefits to volunteers
 - A. Commitment in terms of time/training/schedules
 - B. Volunteering in an important job requiring commitment, loyalty, enthusiasm, concern, confidentiality, concern, flexibility, and professionalism.
- VI. Program planning
 - A. Identify individuals willing to serve
 - B. Conduct formal/informal needs assessment
 - C. Volunteers share responsibility for program success
 - D. School personnel determine continuation of program
 - i. develop district-level support
 - ii. develop school-level support
 - iii. define short and long range goals

VII. Program goals and objectives

A. Goals

- i. Individualized instructional assistance
- ii. Extend student learning (resource people)
- iii. Increase direct instruction time of teacher
- iv. Utilize human resources of community
- v. Models for students
- vi. Increased public support for education

B. Objectives (to be determined)

VIII. Policies and Procedures

A. Recruitment-publicity and assessment

B. Orientation

- i. Objectives
- ii. Supervision
- iii. Discipline
- iv. Confidentiality
- v. Job descriptions

C. Placement — matched needs and interests

- i. Parents will not be placed in classrooms with their own child if at all possible. This must be agreed upon the teacher, the parent and the principal. This can be potentially difficult to work in this type of situation.

D. Legal Considerations

- i. Health
- ii. Safety
- iii. Health requirements
- iv. Privacy acts

E. Coordination of program activities

- i. Publicity
- ii. Notification of special community groups
- iii. Recruitment of volunteers
- iv. Annual needs assessment
- v. Develop school resource file
- vi. Orientation and training

Volunteer Coordinator Job Description

1. Assist in scheduling and placing volunteers
2. Supervise on-going activities. (Make sure volunteers are doing their jobs.)
3. Keep attendance and hours worked by volunteers.
4. Talk with volunteers about needs and corrections
5. Provide instruction assistance when needed.
6. Substitute for volunteers who are absent
7. Be a good listener for the teacher and the volunteer
8. Other assigned duties

Assignment

If you do not feel the assignment you have been given is what you expected or you cannot handle the assignment, please talk to the coordinator.

Commitment

Being a volunteer is a very important job. With signing the commitment sheet you are signing a contract that you will be at school on these days. (if an emergency arises, please call.) You are taking on this job as you would a paid job. We will be expecting you on your day and time you commit to.

Self discipline

This is a vital effort that we as volunteers discipline ourselves in a professional manner around the children; the older children especially. It is easy to hug a younger child in a caring way, but an older child or parent may take this in another way. We need to really watch this matter. Please be careful.

Preschool Children

Preschool children are not to be brought with the volunteer during the time they will be volunteering. If you are volunteering, it is virtually impossible to be watching your child while doing the task at hand. The preschool will be a distraction to the students in the classroom. Preschool children can become a liability if injured or causes injury to someone else.

Dress Code

While there is no official dress code for volunteers, dress should be in good taste.

Discipline

Know the student handbook and the classroom rules in which you are working in.

Signing in and out

It is important for us to know how many hours you are putting into helping us at Amanda-Clearcreek Primary and Elementary. When you sign in at the office to pick up your volunteer badge/sticker, please write the time you come in, the time you check out and the duty and/or task perform.

Planning

Each teacher will plan the activities that she wants you, the volunteer, to help with. You will not be expected to carry out planning by yourself. It may be helpful if some time is set aside each day to talk with the teacher about the day's activities.

Questions

Many time volunteers do not feel free to ask questions. If you observe something you do not understand, we encourage you to ask questions and find out why something is being done a particular way. Please understand that the answer may not always be what you want to hear.

Emergency Drills

Each month a fire drill is held and sometimes throughout the year, tornado drills will be held. Please ask your teacher to explain the proper procedures or review the maps located in each class.

Special Projects

Many teachers plan special projects with their students. These projects may include field trips, art projects, or any other various projects. Any help you can offer with these projects will be appreciated.

Absence

If for some reason you cannot attend to fulfill an assignment, please notify the school as soon as possible.

Appearance

Your appearance in dress and grooming should be appropriate for the setting. Your image is very important to the school, staff, students and community.

Accept directions

Accept directions and supervision, recognizing that you are an important helper. You do not take the place of a staff member. You are a supplementary person who offers assistance.

Teacher Expectations

Promptness	Love of children	Enthusiasm	Loyalty
Flexibility	Dependability	Patience	Non-disruptive attitude
Businesslike attitude	Sense of humor	Initiative	Tact
Discreet	Trustworthy	Willing to help	Sensitive
Confidentiality			

Do:

Be positive, be punctual, confidential, be enthusiastic

Do not:

Grade papers, go through papers, students' and teachers' desks, interrupt your child's class to talk to your child or your child's teacher, leave early with your child without going through proper procedures

Potential duties/tasks:

Bulletin boards, read to class, tutoring, help students on the computer, cafeteria duty with the teacher, playground duty with teacher, listen to children read, tracing, coloring, cutting out paper, making certificates, laminate, clerical duties in the classroom.

Points of interest, thought, needs, musts, facts, information:

- Know that the teacher is the authority
- Be capable of maintaining firm, but kind discipline when working with small groups of children.
- Be willing to ask questions.
- Be sensitive to teacher's time needs.
- Be pleasant, friendly, have a warm, positive attitude.
- There is a volunteer coordinator with a job description.
- If I have to come to you with a problem or concern, it does not mean that I am upset, mad, or angry; it simply means that something has to change.
- Some teachers want volunteers in their room and some do not. This does not mean they do not want you, it merely means that one is not needed at this time.
- I strongly urge you not to be a volunteer in your child's classroom but it is not prohibited. This final decision will come down to the teacher.
- Review this handbook. .
- Sign in/out each day with hours counted.
- Follow visitor/school rules.
- You will be taught the jobs and tasks required of you.

Board Approved: July 2015

**AMANDA-CLEARCREEK
School Volunteer Program
Volunteer's Statement of Commitment**

NAME _____

ADDRESS _____

CITY, ZIP _____

PHONE _____

STUDENT _____ GRADE _____

As a volunteer of Amanda-Clearcreek Schools, I agree to the following:

- I understand that any volunteers who work or apply to work unsupervised with children on a regular basis will be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. I understand that I should never allow myself to be alone with a child on school grounds without proof that I have submitted to and passed a Bureau of Identification and Investigation check.
- If I must be absent from a scheduled time with the children, I will notify the coordinator or the school as much in advance as possible.
- I agree to abide by the school rules and Board of Education regulations which are applicable to me.
- I understand that the Amanda-Clearcreek Schools are required by law to protect the privacy of student information and student records. I also understand that as a volunteer working in the Amanda-Clearcreek Schools, I will have access to a great deal of information about students that is not available to the general public. Further, I agree that:
 - Except in cases of emergency, I will treat all information about a specific student as being confidential. This includes such things as:
 - family information
 - health information
 - test scores or other evaluations of the student
 - grades and school work done by the student
 - educational services provided to the student
 - things that a student does in school
 - things a student says in school
 - things that happen to a student in school
 - discipline or punishment of a student
 - any other information which relates specifically to one student
 - I will discuss individual students with school staff members only.
 - I will not discuss any child outside of the school environment.

- If I have questions about whether any student information is confidential, I will ask a teacher or school administrator before disclosing the information to any other persons.

Volunteer's Name: _____ Date: _____

Volunteer's Signature: _____

I prefer to volunteer as:

I prefer my role to be:
 _____ Continuous basis
 _____ One-time basis
 _____ On-call basis

Days of the week I can volunteer:



_____ I recommend them as a volunteer

Principal's signature _____ Date _____

The following "statement of volunteer regarding criminal record" shall be completed and attached with the application.

STATEMENT OF VOLUNTEER APPLICANT REGARDING CRIMINAL RECORD

I, _____, have **not** been convicted of, or entered a guilty plea to, any of the following offenses or any prior or existing laws of Ohio which are substantially similar or any prior or existing laws of another state or the federal government which are substantially similar:

2903.01	Aggravated murder	2907.323	Illegal use of minor in nudity-oriented material or performance	2923.123	Illegal conveyance of deadly weapon into court house
2903.02	Murder			2923.13	Having weapons while under disability
2903.03	Voluntary manslaughter			2923.161	Improperly discharging a firearm at or into a habitation or school
2903.04	Involuntary manslaughter	2907.33	Deception to obtain matter harmful to juveniles	2923.17	Unlawful possession of explosives
2903.041	Reckless homicide			2923.21	Improperly furnishing firearms to minor
2903.11	Felonious assault	2907.34	Compelling acceptance of objectionable materials	2925.02	Corrupting another with drugs
2903.12	Aggravated assault			2925.03	Trafficking in drugs
2903.13	Assault	2909.02	Aggravated arson	2925.04	Illegal manufacture of drugs or cultivation
2903.15	Permitting child abuse	2909.22	Soliciting or supporting terrorism	2925.041	Illegal possession of chemicals for manufacture of drugs of marihuana
2903.16	Failing to provide for a functionally impaired person	2909.23	Making terroristic threat	2925.05	Funding of drug or marihuana trafficking
		2909.24	Terrorism	2925.06	Illegal administration or distribution of anabolic steroids
2903.21	Aggravated menacing	2911.01	Aggravated robbery	2925.11	Drug possession (other than minor offense)
2903.34	Patient abuse or neglect	2911.02	Robbery	2925.13	Permitting drug abuse
2905.01	Kidnapping	2911.11	Aggravated burglary	2925.22	Deception to obtain dangerous drug
2905.02	Abduction	2911.12	Burglary	2925.23	Illegal possession of drug documents
2905.04	Child stealing (former law)	2913.44	Personating an officer	2925.24	Tampering with drugs
2905.05	Child enticement	2917.01	Inciting violence	2925.32	Trafficking in harmful intoxicants
2905.11	Extortion	2917.02	Aggravated riot	2925.36	Illegal dispensing of drug samples]
2907.02	Rape	2917.03	Riot	2925.37	Counterfeit drug offenses
2907.03	Sexual battery	2917.31	Inducing panic	2927.24	Contaminating substance for human consumption; spreading false report
2907.04	Corruption of a minor	2917.33	Possession of hoax weapon of mass destruction	3716.11	Placing harmful objects in food or confection
2907.05	Gross sexual imposition	2919.12	Unlawful abortion		
2907.06	Sexual imposition	2919.121	Performing or inducing unlawful abortion on minor		
2907.07	Importuning	2919.13	Abortion manslaughter		
2907.08	Voyeurism	2919.22	Endangering children		
2907.09	Public indecency	2919.23	Interference with custody (child stealing)		
2907.12	Felonious sexual penetration	2919.24	Contributing to unruliness or delinquency of a child		
2907.21	Compelling prostitution	2919.25	Domestic violence		
2907.22	Promoting prostitution	2921.02	Bribery		
2907.23	Procuring	2921.03	Intimidation of public servant or witness		
2907.24	Soliciting prostitution	2921.04	Intimidation in criminal case		
2907.241	Loitering to engage prostitution	2921.05	Retaliation against public servant or witness		
2907.25	Prostitution	2921.11	Perjury		
2907.31	Disseminating matter harmful to juveniles	2921.34	Escape		
2907.311	Displaying matter harmful to juveniles	2921.41	Theft in office		
2907.32	Pandering obscenity	2923.12	Carrying concealed weapons		
2907.321	Pandering obscenity involving a minor	2923.122	Illegal conveyance or possession of deadly weapon or counterfeit firearm into school safety zone		
2907.322	Pandering sexually oriented matter involving a minor				

OR

**ANY FELONY, OR ANY OFFENSE OF VIOLENCE, THEFT OFFENSE,
OR DRUG ABUSE OFFENSE, UNDER EITHER STATE LAW OR ANY
SIMILAR MUNICIPAL ORDINANCE, THAT IS NOT A MINOR MISDEMEANOR.**

(Signature of Applicant)*

Date

**If you have been convicted of, or pleaded guilty to, any of the offenses listed above or you cannot sign this form for any reason please write an explanation below or discuss directly with the hiring officer.*

EXPLANATION:

ADDITIONAL QUESTIONS FOR APPLICANT

- (1) Have you ever been charged with one of the offenses listed on the preceding pages, and subsequently been convicted of, or pleaded guilty or no contest to, a lesser offense based on the same incident? ___ YES ___ NO

If "YES", please give details below:

- (2) Have you ever been convicted of, or pleaded guilty or no contest to, an ATTEMPTED version of any of the offenses listed on the preceding pages? ___ YES ___ NO

If "YES", please give details below:

- (3) Have you ever been subject to an investigation for child abuse conducted by a Children's Services agency or a law enforcement agency? ___ YES ___ NO

If "YES", please give details below and indicate the results of the investigation:

- (4) Are there any criminal charges currently pending against you other than a minor misdemeanor or misdemeanor traffic offense? ___ YES ___ NO
(An affirmative response to this question will not necessarily disqualify the applicant.) If "YES", please give details on back:

(Signature of Applicant)

(PRINT FULL NAME)

Date signed: _____