

Quail Run School

1130 Inverness Drive
Lawrence, Kansas 66049
785-832-5820



Volunteer
Guide

“None of us stands so tall as when we stoop to help a child.”

Helping children is what teaching, parenting, and volunteering is all about...a shared venture, a cooperative undertaking, a labor of love!

A school volunteer offers a gift of time, energy and thought to any teacher who requests it. Volunteers help in many ways and are placed in jobs in which their interests and talents can best be utilized. A volunteer primarily assists children in whatever area help is most needed.

While a volunteer is not a teacher and is not seen as one by the students, a volunteer acts as a strong role model and must maintain a relationship with students similar to that of the teacher. This includes the following:

- ❖ Using appropriate language with the students.
- ❖ Wearing appropriate clothing.
- ❖ Maintaining a consistent approach in the way students are handled.
- ❖ Treating all students fairly and equally.
- ❖ Maintaining confidentiality – what goes on in school stays in school.
- ❖ Expressing a caring attitude and genuine interest in students.

What a volunteer can expect from the teacher

The teacher will:

- ❖ Provide specific instructions for school and classroom procedures.
- ❖ Provide specific instruction for assigned tasks.
- ❖ Provide space for the volunteer to perform tasks.
- ❖ Provide materials and equipment needed to perform tasks.
- ❖ Explain rules and regulations regarding student conduct and procedures in the classroom.
- ❖ Provide feedback to the volunteer so he/she knows how well tasks are being done.
- ❖ Provide advance notice to the volunteer when services aren't needed.
- ❖ Initially, teachers will spend some time alone with the volunteer explaining expectations.
- ❖ Help make volunteering a rewarding experience – for volunteers, for teacher and for students!

Duties volunteers will not perform

- ❖ Administer discipline.
- ❖ Supervise activities without certified staff present.
- ❖ Take information from cumulative folders or permanent records.
- ❖ Interrogate students or investigate behavioral problems.

How can volunteers help?

- ❖ Assist students with drill and practice in previously taught concepts, skills, and learning programs to insure correctness and understanding
- ❖ Read to children individually or in small groups
- ❖ Assist students with special projects
- ❖ Listen to oral work
- ❖ Help pupils find reference materials
- ❖ Go over spelling or vocabulary lists
- ❖ Chaperone a field trip
- ❖ Play learning games with children
- ❖ Review materials for a test
- ❖ Help a student with make-up work
- ❖ Assist in computer labs

A volunteer's main function is to give the teacher needed assistance so that the teacher can spend more time with the students. The volunteer and teacher will be working closely together in the classroom environment that the teacher has created. Therefore, it is important for the volunteer to keep a few things in mind:

- ❖ Realize that although new ideas may sound great, the teacher knows best whether they would work in the classroom and should be consulted before they are tried.
- ❖ Keep a positive attitude; the teacher does deeply appreciate volunteer help and an enthusiastic response.
- ❖ Define your territory. Inquire about your responsibilities right away to clear up any misunderstandings and to avoid future ones.
- ❖ Ask questions any time you are unsure about classroom policies or the task you are assigned.
- ❖ Do what you say and say what you do. The teacher is depending on you to be there when you say you will be.

Question. What do I do my first day when I arrive at the school?

Every school requires volunteers to sign in and out when entering and leaving the building. Here are a few things you can do to familiarize yourself with your new surroundings.

- ❖ Introduce yourself to the school principal and sign in.
- ❖ Find out where you are to park
- ❖ Inquire about the school's absence procedures and who you are to call in the event that you will be absent.

After you have been introduced to the teacher you will be working with, inquire about the following:

- ❖ Bathroom locations
- ❖ Class and school schedules (calendars, etc.)
- ❖ Class and school rules
- ❖ Seating charts
- ❖ Emergency procedures (in case of fire, etc.)
- ❖ Unique student problems (medication, etc.)
- ❖ Equipment locations.
- ❖ Discipline (refer to the teacher).

Question: What happens if one of the students under my supervision becomes injured or I myself become injured?

The Lawrence Public School District carries liability insurance. This insurance covers all teachers, students and substitute teachers as well as volunteers when the accident occurs during an educational activity.

Quail Run Volunteer Acknowledgement Form
1130 Inverness Drive, Lawrence, KS 66049
785-832-5820

Dear Quail Run Volunteer:

Thank you for agreeing to help us in the classroom and/or throughout our school this year. Your work is so important to our students and teachers, and you help to make our school more effective.

During your volunteer work at Quail Run, you may see and/or hear things about children which must remain confidential. For student privacy reasons and confidentiality, we insist that you not share any information about our students with anyone other than Quail Run staff. If you can agree to this request along with the other guidelines and expectations in our Volunteer Guide, please sign your name below and return to the office. Thank you again for your help in serving Quail Run.

Sincerely,



Michael Koonce, Ed.D.
Principal

I HAVE READ AND UNDERSTAND THE VOLUNTEER GUIDE for the 2018-2019 school year.

Volunteer Name (please print)

Volunteer Signature

Date

Email

Phone

Child(s) Name

Grade
