

# Schwegler Elementary Volunteer Form

2201 Ousdahl Rd. - Lawrence, KS 66046

785-832-5860

Dear Schwegler volunteer,

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

During your volunteer work at Schwegler, you will see or hear things about children which should be kept confidential. In other words, we ask you not to share Schwegler information with persons other than Schwegler staff and, then, only if there's a "need to know." If you agree to this request, please sign your name below and return the signed form to your child's teacher.

Thank you again for your help.

Sincerely,

Jared Comfort  
Principal

*Please return the bottom portion of this signed form to the classroom teacher.*



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As a Schwegler volunteer, I will not share Schwegler student information with persons other than Schwegler staff and, then, only if there's a "need to know."

*I HAVE REVIEWED THE VOLUNTEER INFORMATION PROVIDED (VIDEO OR HANDOUT).*

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

Name/Class \_\_\_\_\_ / \_\_\_\_\_

*Please return the bottom portion of this signed form to the classroom teacher. Thank you.*

# Schwegler Elementary School

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## 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

### **Upon Entering/Leaving the Building**

Always:

- Sign-in at the office and obtain a "Visitor/Volunteer" badge.
- Sign-out when leaving.
- Call the office when you cannot come to volunteer on your schedule day/time.

**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.

**Question: What do I do if I feel uncomfortable with the students or the situation in which I am working?**

We hope that no such occasion will arise; however, if one should, the first step would be to voice your concerns to the teacher. If you feel that you cannot do this or if the teacher is unable to help you, go to the principal with your concerns.

**Question: How do I know if I am a good volunteer?**

The most effective method is to ask the teacher for feedback regularly. There are also some questions that you can ask yourself to monitor your abilities.

- ❖ Do I follow the teacher's directions?
- ❖ Do I listen to the children?
- ❖ Do I use criticism constructively?
- ❖ Do I help the children too much?
- ❖ Do I inform the teacher ahead of time when I must be absent?