

# Deerfield School Volunteer Guide



101 Lawrence Ave.  
Lawrence, KS 66049  
832-5660

**Thank you for volunteering at Deerfield! The time and effort you give to our school is invaluable!**

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

- ❖ Always:
  - Sign-in at the office and obtain a “Visitor/Volunteer” badge.
  - Sign-out at the office when leaving.
  - Call the office when you cannot come to volunteer on your scheduled day/time.

### **Once you have met the teacher you will be volunteering for, inquire about the following:**

- ❖ Adult Bathroom locations (Only use adult restrooms)
- ❖ Never enter student restrooms.
- ❖ Class and school schedules (calendars, etc.)
- ❖ Class and school rules
- ❖ Seating charts
- ❖ Emergency procedures (in case of fire, etc.)
- ❖ Unique student problems/issues (on a need to know basis only)
- ❖ Equipment locations.
- ❖ Discipline (always refer to the teacher)

### **Maintaining Confidentiality**

It is very important that all volunteers in the building respect the privacy of our staff and students. We do our best to keep student information confidential and we expect this of our volunteers.

### **Expectations for All Volunteers and Visitors:**

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. Please do not wear hats in the building.
- ❖ Treating all students with dignity and respect.
- ❖ Maintaining confidentiality – what happens in school stays in school.
- ❖ Expressing a caring attitude and genuine interest in students.
- ❖ Serving as a positive role model by following the rules and expectations of the school.
- ❖ Do not use school computers for non-school related reasons. Computers should only be used at the request of a teacher.
- ❖ Be mindful NOT to use your volunteer time as a conference time with teachers or other staff members. If you have a concern, set up a time to meet.
- ❖ Notify a staff member immediately if you see a student conflict or upset student.
- ❖ Never try to investigate an incident.
- ❖ Never impose consequences for students, notify a staff member.
- ❖ Please turn your cell phone to silent. Do not wear a Bluetooth while volunteering.
- ❖ Do not drink pop (from a can) in areas accessible to students.

**Never enter student restrooms.**

## **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.

## **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.

## **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!

**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?
- ❖ Do I show up to volunteer on my assigned day and time consistently?
- ❖ Am I following the rules of the school?
- ❖ Am I maintaining confidentiality of staff and students?

**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.

**WatchDOGS Volunteers:**

**Please read entire volunteer guide, paying close attention to Expectations for All Volunteers and Visitors.**

- Arrive on your scheduled volunteer day at 7:40 a.m.
- Sign in at the office and get your schedule for the day.
- You will be eating lunch with your child. Adult school lunches are \$3.25 or you are welcome to bring a sack lunch.
- Never enter student restrooms while volunteering. Use only adult restrooms.
- You will be asked to fill out a WatchDOGS survey on the computer. All other computer use should be at the direction of a teacher and only for school activities.

***“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.