

Welcome Manteno School Volunteers!



Manteno Community Unit School
District No. 5



Thank You!!!

We could not do what we do as effectively without your support! Your time and effort are truly appreciated.



Importance of Volunteers

- Large class sizes require more individualized attention for students
- Students and staff value the opportunities to meet, work with, and learn from new people
- Student safety during unstructured times
- Help student achievement in small-group instruction
- Your skills might be perfectly matched to a student's needs!

School Environment

- This is our place of business. We strive to create a positive and safe learning environment for all students.
- We also want our volunteers to have a safe and fulfilling volunteer experience.
- Knowing a few guidelines and limits will help everyone's success!

Today's Learning Targets

- Know and apply the process for becoming a school volunteer...sign-up!
- Understand the procedures for helping in schools
- Know our expected guidelines for working with staff and students

Ask questions!!!

Becoming a volunteer

- Contact your child's teacher and/or
- Contact the principal (for non-classroom volunteers)
- Discuss the needs of the students and schedule times you can come in

Becoming a volunteer

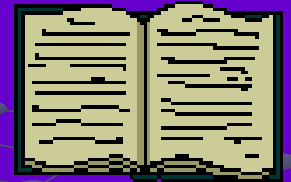
- Attend annual volunteer training
 - Once you attend in person, you can review the training online (this presentation) in subsequent years.
- Read and sign the MCUSD #5 volunteer agreement and return it to your child's teacher or the building office
- Volunteers that may work with students when not under the direct supervision of certified staff must submit to a criminal background investigation.
 - The cost is \$12.00.
 - Must be renewed every three years.
 - Examples: field trips, Halloween party/parade, etc.

Daily Procedures

- All visitors and volunteers must first report to the office to sign in.
- All visitors and volunteers must wear a name tag when in the building.
- Report directly to the assigned area of responsibility.
- When done, return directly to the office to sign out. After signing out, please exit the building.

Classroom Roles

- Assist students in and around the classroom
 - Follow the lead of teachers
 - Reading
 - Computers
 - Math and literacy centers
 - Special programs, activities, and parties
 - Copying and clerical tasks



Lunchroom Helpers

- Help all students line up and get seated
- Assist in opening items
- Help clean accidental spills students *cannot do themselves*
- Help students take care of garbage and exit the cafeteria in an orderly manner



Recess Supervision

- Staff is on duty, but cannot be everywhere at all times.
- Parent volunteers should feel comfortable providing short term discipline if students are hurting themselves, hurting others, or being otherwise disrespectful:
 - Warning
 - Time out of activity (ex: 5 minutes on the wall at recess)
 - Report to staff on duty

Field Trip Chaperones

- Supervise smaller groups on pre-planned trips
- Short-term discipline until contact with staff
- Ensure safe and timely departure of students
- School Rules Apply Always
 - Behavior expectations for both students and parents are the same as if at school



Field Trip Chaperones

- Follow student/staff dress code policies
 - Dress for the weather
 - Clothing should provide appropriate coverage
- Cell phone usage
 - Avoid personal calls & texts—focus on student supervision
- Smoking
 - Absolutely no smoking during the trip—even when out of students' view.
- Language
 - Only use appropriate language with both students and other adults on the trip.

Centers / Stations

- Educational trend toward small-group instruction
 - Literacy Centers
 - Math Stations
- Allows flexible grouping / flexible pacing
- Re-teaching and practice work
- Teachers have more individual time with students to hear them read and demonstrate their skills/understanding

Centers / Stations Roles

- Lead a game or hands-on activity
- Help students with the learning task
- Listen to students read aloud
 - Cold reads: new material
 - Hot reads: familiar materials
- One minute reads
 - Child reads for one minute
 - Adult reads for one minute
- Monitoring computer activities

Other Roles

- Music program help
- Projects and parties
 - If volunteering for a room party, please come at the time designated by the teacher.
 - Often scheduled through PTO and room moms.
 - Please don't bring younger children.
- Nurse assistance
 - Vision screenings
 - Hearing screenings
 - Head checks, etc.
- Assist students with limited English language skills but whose native language is the same as your native language

Other Roles at MMS

- Athletic teams: “water mom” to provide bottled water or team snacks
- Music activities: sewing costumes, chaperoning trips, fundraising, building props or sets
- Chaperoning dances!
- Organizing and supervising incentive activities for children
- Helping the office with clerical tasks

Coaching at MMS

- Only the principal may approve volunteer coaches working with sports teams.
- Volunteers (non-teachers) who are asked to assist in coaching duties must be IESA certified
 - The ASEOP on-line course will satisfy this requirement. See www.iesa.org.
 - The cost is approximately \$20 and the teams' activity funds may be used to pay for this.

Guidelines:

Work Under Staff Supervision

Volunteers will not work with students during class time unsupervised by staff (for your protection and the students' protection)

- For noise control, some may work in the hallway in view, but not in separate rooms

Guidelines: Student Confidentiality

- Do not discuss students with anyone other than the child's teacher or possibly the principal.
- Do not discuss individual students outside of the school setting.
- Maintain student's confidence, but report signs of abuse or neglect to staff – we are mandated reporters.

Guidelines:

No Tests or Assessments

- No volunteers ever formally assess/test students
 - Some inventory information may be collected
 - Report the results directly to the teacher only
- Early elementary volunteers may listen to counting, alphabet recitation, shape identification, reading etc.'
- Volunteers do not grade student work

Guidelines: Physical Contact

- Physical Contact with students – difficult issue due to situational nature.
- When in doubt – hands off and ask*
 - Should only be used in the presence of other adults (for your protection and the children's)
 - Should always be age appropriate
 - Younger children may like to hug. Talk with your child's teacher or administrator for advice on this issue. Not appropriate with older students.
 - *May be needed when student safety is an issue.

Guidelines: Student Diversity

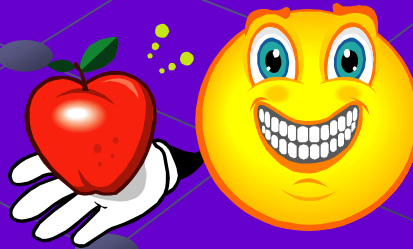
- Volunteers must respect the diversity of the student body, especially their race, ethnicity, gender, and religion
- Focus on student achievement

Questions and answers

- Call or email your child's teacher
- Call or email your child's building administrator
- Work directly with the athletic coach or other sponsor

Your Time is Appreciated!

Thank you in advance for taking the time to work with our students!! We hope you enjoy the experience as much as our students enjoy working with you.



Please download and print the Volunteer Information form by clicking on this link:

Volunteer Form

You'll need a program that can read a .pdf file, such as Adobe Reader. The forms are available at the live trainings and can also be printed when viewing the presentation at your child's school.

After clicking the link, you may have to hit the Esc key to exit this presentation and view the form.

You can also download and print the criminal background check by clicking on this link:

Background Check

The \$12 fee can be paid in the office.

Instruction

Exhibit - Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Name _____
 Last First Middle Telephone

Address _____
 Street City Zip code

Emergency adult contact _____ Telephone _____

Criminal Conviction Information: Are you a child sex offender? Yes No

Have you ever been convicted of a felony? Yes No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal history records check? Yes No

Waiver of Liability

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

By your signature below:

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Volunteer name (please print) _____

Volunteer signature
Manteno Community Unit School
District No. 5

_____ Date