

# CLEVELAND CITY SCHOOLS

## VOLUNTEER HANDBOOK



## Attendance

Punctuality and reliability are expected since teachers plan for volunteer assistance. If you must be absent, call the school to let them know you cannot come that day.

## Checklist

You will meet with the Principal/Assistant principal and/or the Parent Involvement Coordinator:

- For volunteer training
- To discuss days and times to work in the school
- To learn procedures for keeping in touch (regular volunteer meetings, individual volunteer meetings, by telephone, etc)
- To learn daily communication procedures for volunteer assignments (folders, logs, baskets, etc.)
- To let the principal or designee know what name you prefer when being addressed
- To learn the location and purpose of instructional materials, games, supplies, etc
- To become familiar with rules, policies and procedures (organizational plans, emergency procedures, where to keep personal items, etc)
- To tour the school and become acquainted with classrooms, workrooms, cafeteria, specialty areas, etc
- To find out about parking, restroom and water fountain locations

## Communication

Volunteer work should be a learning activity for you. When you have questions about policy and procedures, ask the principal or designee.

## Confidentiality

Keep information you may learn about students confidential. A misplaced comment can be devastating to a student and his/her family, the school family and other parent volunteers. If you have questions or concerns talk with the principal or designee. All volunteers will sign a confidentiality statement prior to work.

## Dress

Volunteers will dress modestly – no shorts, revealing tops or t-shirts with negative or inappropriate words, pictures or phrases printed on them. Wear comfortable walking shoes.

## Effective Use of Volunteer Time – Time on Task

Volunteers will demonstrate effective use of time by completing assigned tasks and being considerate of teacher schedules and planning time.

## Job Descriptions

Volunteer jobs vary from year to year depending on particular needs and priorities set by school personnel. School personnel will try to place all volunteers in a job best suited to their skills and interests. Volunteers will be encouraged to serve in various areas of need. Some specific jobs are listed in the following categories:

## **At Home Volunteer**

- Prepare materials (cuts, colors, pastes, alphabetizes, etc)
- Assist with telephoning

## **Chaperone (Assists in supervisory type activities when needed)**

- Field trips
- School Parties
- Special programs and performances

## **Classroom Volunteer**

- Reads to children or listens to them read
- Uses flash cards to help students learn sight words, multiplication tables, and beginning and ending word sounds
- Assists younger children with learning the alphabet, colors numbers, and in identifying letters, shapes or rhyming words
- Supervise learning centers, games and other activities
- Assist student with special projects
- Assist students with academic work without evaluating
- Prepares materials as teacher has directed

## **Clerical Volunteer**

- Files materials
- Runs copies
- Sorts and alphabetizes materials
- Cuts, colors and pastes

## **Committee Volunteer**

- Serves on PTO Advisory Board
- Serves on School Improvement Plan Team
- Serves on Leadership Team
- Serves on other committees that need parent participation

## **Community Resource Volunteer**

- Provides students with the opportunity to learn about careers, hobbies, talents, travel experiences and skills
- Makes presentations of specific subjects
- Extends the students' learning environment beyond the walls of the school
- Discusses training or qualifications needed for a profession or field

## **Library Volunteer**

- Shelves and/or mends books
- Assists at book fairs

## **Names Badge**

All volunteers in the school are required to wear a name badge for identification.

## **Parent Volunteer Form**

All volunteers will be asked to complete a parent volunteer form. A copy of this form will be kept on file in the main office. This information is for use by school personnel only and will not be given to any other organization, group or person.

## Qualifications

Volunteers do not need a teaching certificate, but should have:

- A genuine interest in children
- A professional commitment to your volunteer activity
- Regular attendance
- A cooperative attitude
- Flexibility
- Good health
- A willingness to attend training sessions, as needed

## Sign In

Each time a volunteer comes to school he/she must sign in, wear a name badge and sign out when leaving. This requirement is necessary for the following reasons.

- Safe guarding our students and maintaining campus security is of the utmost importance
- In case the volunteer receives an emergency call, he/she can be found
- Accurate record keeping
- The opportunity to thank you for your services

## Classroom Observations

Parents are allowed to observe in their student's classroom. If a parent wishes to observe, he/she must make the request to the school principal. Only scheduled observations will be allowed. Parent conferences must be scheduled at a separate time from the observation block in order to protect instructional time. Parents wishing to observe in the classroom should recognize this role is separate from that of a classroom volunteer. The parent is expected to sit quietly in an area designated by the teacher and refrain from interaction with others.

## Supervision

All volunteers shall work under the direction of the principal or designee. If volunteers work directly with children, their activities will be under the direct supervision of a teacher or administrator. In no case shall volunteers be asked or permitted to assume classroom supervision, teaching responsibilities or disciplinary action. Volunteers will not be asked to check or grade students' work.

## Training

An orientation will be held for new and returning volunteers. At this time, volunteer opportunities will be reviewed, and school policies and procedures explained. If you are unable to attend one of these sessions, a personal orientation can be done at another time. On- the -job training will be provided as needed.

## Volunteer Coordinator

The responsibilities of the volunteer coordinator include the following.

- Surveying the needs of teachers for volunteer assistance
- Recruiting and registering volunteers
- Arranging for orientation and training
- Serving as a liaison between volunteers and staff members
- Keeping accurate records for volunteer services and hours

- Coordinating recognition events for volunteers.

### Volunteer Withdrawal Procedures

#### Guidelines

The Cleveland City School Volunteer Policy and Procedures contains guidelines for all volunteers. If the principal determines that a volunteer is not following volunteer guidelines, documentation will begin immediately. Such documentation will be used in an effort to help the volunteer become aware of and follow the volunteer guidelines. The following shall be grounds for withdrawal:

- Moral turpitude
- Excessive tardiness or absences without prior notice
- Lack of ability to fulfill duties of the volunteer assignment
- False statements on the parent volunteer form
- Habitual refusal to meet other responsibilities outlined in the Cleveland City School Policy and Procedure Handbook

#### Procedures If Problems Should Occur

- **Problem with a staff member by volunteer**
  1. Volunteer contacts principal
  2. Principal and staff member conference
  3. Principal and volunteer conference
  4. The Director of Schools may be called in at the discretion of the principal
- **Problem with a volunteer by staff member**
  1. Staff member contacts principal
  2. Principal and volunteer conference
  3. Principal and staff member conference
  4. The Director of Schools may be called in at the discretion of the principal
- **Withdrawal from the Volunteer Program**
  1. The principal will decide
    - a. If re-assignment would be beneficial
    - b. If withdrawal from the Volunteer Program is necessary
    - c. If a severe infraction has occurred (may result in immediate suspension)
    - d. Severe infractions include
      - 1) Breach of confidentiality
      - 2) Conduct detrimental to the interest of students or employees
- **Appeal process**
  1. A volunteer asked to withdraw from the Volunteer Program shall have the right to appeal within 30 days of written notification
  2. The volunteer shall make a written request for an appeal to the principal
  3. The appeal shall be heard by a team made up of no less than three of the following:
    - a. Director of Schools
    - b. Elementary/Secondary Supervisor
    - c. Principal
    - d. Assistant Principal
    - e. Parent Volunteer Coordinator
    - f. PTO Advisory Board Member
  4. The majority vote of the team shall be final

**IMPORTANT INFORMATION  
IMPORTANT PEOPLE FOR THE VOLUNTEER TO KNOW**

Principal\_\_\_\_\_

School Secretary\_\_\_\_\_

Parent Involvement Coordinator\_\_\_\_\_

Guidance Counselor \_\_\_\_\_

PTO President \_\_\_\_\_

PTO Vice President\_\_\_\_\_

**SCHOOL PROCEDURES THE VOLUNTEER NEEDS TO KNOW**

Fire Drills

Dress Code

Opening and Closing Hours

Location of Sign-In sheets and Where to Get Name Tags

Parking

Person to Call When you will be absent

School Phone Numbers

**Acknowledge of receipt of Cleveland City Schools Volunteer Policy & Procedures**

Principal or Designee Signature\_\_\_\_\_

Date\_\_\_\_\_

Volunteer Signature\_\_\_\_\_

Date\_\_\_\_\_