

# Volunteer Handbook



**T3 - Time, Talent & Togetherness...**

# When we work together, everyone wins!!!

Dear Volunteer:

Welcome!

On behalf of the Board of Directors of Cornerstone Prep School, I want to welcome you to our school. We believe you will find your volunteering efforts a rewarding experience. We want you to feel that your time spent with us will be a mutually beneficial and gratifying one.

We hope you will find satisfaction and take pride in your work at this charter school. As a member of our team, it is our hope that you will contribute your talents and energies to further improve the environment and quality of the school.

This Volunteer Handbook is intended to provide answers to most of the questions you may have about our school. You are responsible for reading and understanding this information and submitting the required documents. As part of your orientation, our volunteer coordinator will explain to you the specific details about our school, students, staff and facilities.

This Handbook summarizes the policies and practices in effect at the time of publication. This Handbook supersedes all previously issued Handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. If anything is unclear, please discuss the matter with your School Principal or Chief Operating Officer.

My personal best wishes for you and for a successful school year!

**Amy Semenov, Ed.D.**  
**Title 1 Coordinator**  
Cornerstone Prep School

## SCHOOL INFORMATION/VOLUNTEER INFORMATION

**PLEASE ENSURE THAT YOU ARE FAMILIAR WITH THE FOLLOWING POLICIES BEFORE VOLUNTEERING AT CORNERSTONE PREP SCHOOL:**

NAME OF SCHOOL  
SCHOOL ADDRESS  
SCHOOL PHONE NUMBER  
PRINCIPAL'S NAME/TEACHER'S NAME  
VOLUNTEER COORDINATOR  
OFFICE STAFF  
SCHOOL HOURS  
DAYS AND HOURS YOU WILL WORK

**Please sign in at the office when you arrive and sign out when you leave.  
Wear your name tag for identification purposes.  
Please call the school if you are unable to work at your specified time.**

**VOLUNTEERS IN PUBLIC SCHOOLS WILL:**

- Be in good physical and mental health.
- Be of an appropriate age.
- Complete a notarized Volunteer Affidavit form.
- Maintain confidentiality of student and program information. Information should not be given to any other organization, group or person.
- Be under the supervision of a staff member.
- **Receive orientation to the school and/or assigned duties.** Volunteers should possess a clear understanding of all state and district practices and policies relevant to their responsibilities.

**VOLUNTEERS IN PUBLIC SCHOOLS WILL NOT:**

- .. Establish instructional objectives.
- Administer or determine consequences or punishment.
- Assume responsibility for an entire class.
- Contact parents regarding performance or behavior of students.

## **CHARACTERISTICS OF A SUCCESSFUL VOLUNTEER**

### **Be Supportive of the School**

Maintain a professional attitude, mutual respect and confidence. Express concern for, interest in and acceptance of those with whom you work. Become familiar with the school and classroom policies and procedures. Refrain from criticizing the school and its personnel

### **Be Well Groomed**

You, as a volunteer, will set an example for the students with whom you work. It is, therefore, important that you dress appropriately. The volunteer should also dress according to the duties of his/her job.

### **Sign In and Out**

Each time you arrive at the school, you must sign in and wear your volunteer name tag. The sign-in sheets/cards are located in the school office. Before you leave the school, you must sign out and return your volunteer name tag.

### **Take Directions From the Supervising School Employee**

The volunteer is a very important part of the educational staff who works under the direction of a teacher or other staff member. The volunteer supplies support to the teacher but is not a substitute for the teacher. It is the teacher who must decide the educational plan and design the activities for the students. Please follow the directions of the teacher or other staff members.

### **Be Adaptable**

Working with students, teachers, and in schools requires adaptability. You must be willing to adjust to varying facilities, resources and students.

### **Be Dependable and Punctual**

You are a vital part of the education of students, and you are depended upon. It is very important that you be dependable in every aspect of your work with the school, teacher and especially, the students. The teacher has planned activities for you to do which must begin at a specific time. Therefore, it is very important that you be at your job at the agreed upon time.

### **Notify the School if You will be Absent**

If you have to miss your scheduled time, notify the school as far in advance as possible. Remember, the teacher has planned for you to be there and if you will not be able to come, adjustments will need to be made.

### **Keep Information Confidential**

Confidentiality is absolutely essential! Please be aware that information which you may hear, see, or otherwise acquire while at the school is to be considered privileged information and is to be kept private. Volunteers must respect the confidential nature of school records, as well as relationships between staff members and students.

## **HEALTH AND SAFETY REGULATIONS**

**Safety Plan**

Cornerstone has a Health and Safety Plan with detailed procedures for emergency situations. Copies of this plan are in all classrooms and the school office. Please review the plan and familiarize yourself with the policies and procedures. As a volunteer you are expected to follow all policies and procedures of the school.

**Drug-Free Workplace**

The Cornerstone Prep School is a Drug-Free Workplace. Volunteers should not consume or be under the influence of alcoholic beverages or illegal drugs while working at a school.

**Smoking**

Smoking is prohibited on all school property. Therefore, volunteers are not allowed to smoke during their time of service.

**Health**

Please do not come to school if you are ill. This includes a cold, sore throat or cough.

**Blood**

The general public has been made aware of blood transmitted diseases. If there is blood on a student, immediately secure a staff member.

**Injured Student**

No matter how minor the injury is, you should immediately notify the teacher or a staff member. Do not attempt to administer any type of aid. Do not move an injured student.

**Ill Student**

If a student complains of not feeling well, you should notify the teacher or a staff member immediately. You should never administer any form of medicine to the student.

**If an accident occurs, immediately secure a staff member.**

## **SITUATIONS FOR YOUR AWARENESS**

### **You are Asked to Take the Class Alone**

Because you are not a paid school employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

### **Someone Asks to See a Student**

If any person asks to speak to or take a student, you must direct that individual to the teacher or office staff. Under no circumstances should you grant such a request.

### **A Problem Arises With Your Supervisor**

If you should encounter any type of problem with your role, please discuss it with your Volunteer Coordinator or the Chief Operating Officer. Cornerstone has a formal Complaint Policy that should be used if a problem is unresolved.

### **Someone Asks You How a Student Is Doing**

As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

### **Talking with School Employees**

Talking with a teacher during class time may disrupt the learning environment. When possible, save your questions, comments, or suggestions until non-instructional time, such as breaks, lunch, planning time or before/after school. Further, visiting with other volunteers in the classroom or office can detract from the work of the school. You are expected to maintain a professional environment and presence.

### **You Suspect Child Abuse**

**If you find yourself in a situation where you suspect child abuse, it is your responsibility to direct this information to the Principal immediately. He or she will then take the information from you and contact Child Protective Services. This information is confidential and must remain between you and the Principal. Any disclosure of confidential information to persons other than the school leadership staff will result in immediate termination of the volunteer position.**

## WORKING WITH STUDENTS

### Listening to Students

Listening to a student is one of the most important things you can do for him/her. Remember to be on the same level as the student so that you can look directly into his/her eyes. This way the student knows you are giving your undivided attention.

### Speaking to Students

When speaking to students use a tone of voice which will encourage and make them feel confident. Show an interest in what each student says. You can damage a student's self-esteem by criticizing, using harsh words or negative remarks.

### Correcting Students

State directions in a positive form., e.g., "Use the blocks for building" rather than "Don't throw the blocks." Do not scold students for an incorrect answers. Instead, reply to the response with a statement such as, "Let us think about this."

## ASSISTING STUDENTS WITH LEARNING

You may be asked to help a student who needs some individual attention. A student who has been absent or who is having difficulty with a particular problem will benefit greatly from your special help. Your goal should be the success of the student. Avoid comparing students and their work, each one is different and needs every chance to be successful.

The following guidelines may help you in your first tutoring situation:

- First, do not be hesitant about refusing the assignment if you feel you do not understand the material well enough to help the student. The teacher will understand and will find another area in which you can help.
- Get specific directions about the assignment from the teacher.
- Find a quiet place in the room where the two of you can talk quietly without disturbing the rest of the class.
- Establish a rapport with the student by talking first for a minute about the student.
- Find out exactly where the student is in his work by asking him/her to explain to you some of the work which has preceded this assignment.
- Let the student work out as much as he/she can do on his own. Provide encouragement, but do not step in too soon.
- Rather than giving a student the answer when he asks, direct his/her thinking so he/she can discover the answer him/herself. Example: "How can I subtract \$.63 from just \$1.00?" Volunteer replies, "Well, how many cents are in one dollar?" In another assignment the student might ask, "When did Columbus discover America?" Volunteer replies, "Does your social studies book have an index? Perhaps you could find the information if you look under 'Columbus'."
- Do not feel you need to hurry. It is essential that the student understand what he/she is doing before going further.

## PARENT/GUARDIAN AGREEMENT FOR VOLUNTEER SERVICE TO THE SCHOOL

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #'s: \_\_\_\_\_

Parents/Guardians of students enrolled at this school are encouraged to volunteer twenty-five (25) hours to the school during the year. Please indicate below the areas of interest so those students can benefit from your personal/professional skills and interests.

\_\_\_\_\_ Proctor Tests

\_\_\_\_\_ Supervise student drop off and pickups.

\_\_\_\_\_ Assist in a classroom project/group.

\_\_\_\_\_ Grounds maintenance/improvement, landscaping.

\_\_\_\_\_ Monitoring students on field trips, transportation, or sports events.

\_\_\_\_\_ Repair equipment.

\_\_\_\_\_ Assist with:

clerical work \_\_\_\_\_ writing \_\_\_\_\_

art \_\_\_\_\_ publishing \_\_\_\_\_

music \_\_\_\_\_ media \_\_\_\_\_

\_\_\_\_\_ Serve lunches:

Days per week \_\_\_\_\_ Months \_\_\_\_\_

\_\_\_\_\_ Supervise students at breakfast or lunch.

\_\_\_\_\_ Special interests, skills or talents and/or serve as a Guest Speaker on the topic of...  
(please specify) \_\_\_\_\_

\_\_\_\_\_ Other

(please specify) \_\_\_\_\_

Signature Acknowledging Agreement to Volunteer a minimum of 25 hours per year.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date