

The Marion E. Zeh School Volunteer Handbook



Welcome to our Zeh School Community!

Volunteers play an important and valuable role at our school. Whether your interests lie in helping out in the classroom or at specific events, your efforts will be appreciated by teachers and children alike. We hope you will find this volunteer handbook useful and informative. Please review this material as it was created to help you maximize your effectiveness as a volunteer.

Please remember that your time and dedication as a volunteer are crucial to the success of our learning team at Zeh School. The amount of time you can offer is not as important as your willingness to work together for the benefit of our school community. Thank you for caring enough to share your time and skills!

Our volunteers are

Appreciated as an asset

Believers in our schools

Confidential

Dependable

Eager

Friendly

Generous

Helping hands

Interested in our
schools

Just what we need

Key to our learning
team

Like no others

Multi-talented

Necessary

Organized

Punctual

Quick to help

Respectful

Supportive

Tough to beat

Unique

Valuable

Willing to do it all

Xtra special

Yearning to help

Zeh's finest!

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Opportunities

There is a wide range of opportunities for volunteers at Zeh School. Volunteers are used in our classrooms, library, computer lab, health office, gymnasium, teacher's work room, and also at home. The tasks assigned to volunteers vary depending on the school's needs.

Classrooms: In some classrooms, volunteers are asked to listen to children read, read to children, help with a cutting and pasting project, assist with reader's and writer's workshops, file materials, and serve as room parents. Hand skills such as sewing are often useful.

Room Parent: Each teacher will be looking for a room parent to coordinate a variety of activities. These responsibilities may vary from teacher to teacher. Your child's teacher will provide the specifics.

Library: The library offers a special set of opportunities for volunteers. They assist with shelving and processing books as well as assisting with circulation and computer use.

Computer: The computer lab is another area that lends itself to parent volunteers. Work in this arena will vary based on the needs of the teacher and his or her students. Computer assistance may also be used in the classrooms.

Physical Education: The physical education program offers an opportunity to volunteer for field day as well as the Project Adventure unit. Training on the use of the belay systems is mandatory for any volunteers for this unit.

Clerical Tasks: There are also volunteer opportunities at the school which help the children and teachers, but take place in the teacher's work room or the office area. These might include laminating, binding, making copies, and using the Ellison machine. These tasks would be demonstrated by the teacher or at a training session to help make volunteers comfortable in these areas.

At Home: Sometimes volunteers are asked to help a staff member by preparing materials at home. This might include cutting, typing, making games or activities, tracing, and even completing a book order.

Special Interests: Additionally, our school community would be interested in having volunteers with special skills and/or knowledge. Let us know your interests and availability. For example, travel experiences can often support and enhance the existing curriculum.

PTO: The PTO also offers a wide range of opportunities to lend a helping hand. Activities include fundraisers, school spirit events, administrative assistance, and hospitality for various school events. Additional information on these and other opportunities will be coming your way in newsletters and flyer.

Creating a Positive School Environment

The Marion E. Zeh Elementary School is committed to creating a positive school environment for each of its students, faculty, staff, parents, and volunteers. We expect students to be respectful to each other and adults in the building. In cooperation with the students, each teacher establishes expectations for a positive classroom experience. Volunteers should be familiar with the expectations and goals of the faculty or staff with whom they will be working.

Zeh School Constitution

The students and staff at the Zeh School revised their School Constitution at the beginning of September, 2014. As a volunteer, please uphold these four basic rules:

- 1) Be respectful members of the Zeh School Community;
- 2) Be responsible for yourself and your actions;
- 3) Be safe and in control;
- 4) Be healthy in what we eat and what we do;
- 5) Put your best effort into everything; and
- 6) Have fun learning and playing.

Behavior

As a volunteer, you should talk to the teacher about your role in dealing with behavior issues in the classroom. You can set a positive tone in the classroom by calmly resolving annoying or disruptive behaviors (making noises, poking, negative remarks). You should talk to the teacher about methods for getting the class' attention that may include non-verbal signals (5 claps, raised hand). You should defer to the teacher for serious discipline issues. In the event of dangerous or destructive behavior, you should take immediate action and report the incident to the teacher.

Work expectations

1. Please sign your name in the volunteer log in the office and let the staff know that you are here. You will need to wear a badge so that the school community can easily identify you as a safe adult. You can find the badges on the counter in the office. These **MUST** be returned when you sign out.
2. Please be on time for your volunteer job. The faculty and staff depend on your support. Often the success of the activity depends on the number of adults who will be present in the classroom. Each moment of the scheduled activity is planned; therefore, if you cannot meet a specific time, please give fair warning to the teacher so that he or she can make other arrangements.
3. Please remember to dress appropriately for the activity of the day. You may be involved with some messy hands-on activities.
4. Please report to and stay in your assigned area. An unannounced visit to another classroom can often be disruptive to the teacher and students.
5. Please plan to come alone when you are working in the school. You will be able to direct your full attention to your work and the students with whom you are working. Most of our school activities are not set up for pre-school aged children.
6. Please remember that volunteers are required to maintain the confidentiality of the students in the classroom.
7. Each child has specific learning strengths and weaknesses that should not be unfairly shared with others outside the classroom.

8. Please remember that your time in the classroom represents just one snippet of the school day for the students and the staff. As a non-staff member, you will often be unaware of background lessons or private information regarding students.
9. Please work with every child in your assigned task. The activity often requires your direct supervision of several children and your helping hands to ensure its success.
10. Please remember that as an active participant in the school, you may need to ask questions that will help you navigate through your assignment. Please consult with the teacher as needed.
11. Please do not bring food or drink into the classroom. Many students have food and other environmental allergies. Please check with the classroom teacher before bringing in items for specific classroom activities or celebrations. In this way, our students will remain safe within their classroom environment.
12. Please park in the parking lot at the side of the school. The two front driveways are Fire Lanes and parking is prohibited at all times.

Volunteer Training

There will be opportunities throughout the school year for training in the following areas:

- General training session for confidentiality, ethics, expectations, and discipline
- Computer lab: training in specific software and equipment such as scanners, digital cameras, LCD projector
- Office: training with office equipment such as copiers, laminator, binding machine, Ellison machine
- Library: training with software to check in materials, shelving

- Physical Education: training with Project Adventure equipment, field day activities
- Writer's Workshop
- Math Centers

Please look for information regarding times and dates for these training sessions or speak to your child's classroom teacher.

Safety

Safety is a priority of our school community and in order to maintain a safe environment for everyone, we ask that you comply with the following:

1. All volunteers are required to complete a *CORI* (Criminal Offense Record Investigation) form in the school office prior to beginning your volunteer work in our school. These forms are valid for three years. This assures a safe school environment for all members of our community.
2. During the school year, the school is expected to participate in various **Safety Drills**. Anyone in the building at the time of these drills is expected to follow the procedures as directed by the staff. Everyone (students, staff, visitors) is expected to be silent, to listen to the directions of teachers, and to take the drill seriously. Your modeling of these expectations will assure safety for all.
2. Please remember that moving of heavy **equipment** (i.e. television, vcr, computer) is to be done **ONLY** by adults.
3. Volunteering to chaperone a **field trip** is a favorite activity for parents. We expect that all chaperones on field trips follow the guidelines for volunteers within our school. It is our expectation that chaperones accompany a small group of students through the teacher assigned activities of the field trip and follow the directions provided by the grade level teachers. In addition, parents traveling on the bus with our students are expected to follow the bus safety rules as presented in our Student Handbook.

Volunteer Registration

Please return to your child's teacher.

Name: _____

Availability(specify days and times
you can volunteer):

Address: _____

Phone:(Day) _____

(Evening) _____

Email address: _____

Children in school (Name & Grade Level)

I am interested in helping

In the classroom _____

In the Gym _____

In the health office _____

With clerical tasks _____

In the Library _____

Other _____

At Home _____

(please specify special interest)

I am willing to work in any classroom. _____

I am interested in a training session. _____ (please specify the topic)

Additional information: (this can include special interests which may be of
benefit to our school)
