

Lebanon CUSD #9 Volunteer Training

Working together to help our children.



WELCOME!

The goal of the volunteer program is to bring you into our schools to partner with and assist our staff.

Your assistance, time, and expertise are deeply appreciated by our school community.

THANK YOU

District Mission Statement

EXCELLENCE IN EDUCATION EVERYDAY



District Community Involvement Value Statements:

We value the support offered by our families and community.

We value the participation provided by the PTO's in our school.

We value the support experienced from numerous volunteers and parents within our district.

We value the cooperation with our neighboring school districts.

We value the role the district plays within the community.

**As a VOLUNTEER, we would
like for you
to.....**

Respect the School Policies:

- The teacher or staff will determine the appropriate role for you.
- The teacher or staff will initiate learning activities designed to accomplish specific goals.
- You are to encourage all child to do the best that they can.
- Background check may be necessary for your role as a volunteer
 - Please contact the school for additional information

Discipline is the Teacher's Responsibility

You should maintain order when assisting children with assigned activities and enforce rules only as the teacher specifically instructs you.

Refer disciplinary problems to the teacher. You can effectively discourage unwanted behavior by rejecting the behavior, not the child.

Respect Everyone and their Privacy

Classroom work is always confidential.

It should be kept between teacher and volunteer.

Things you overhear at school must remain at school.



Evaluation of a Child's Learning

Is done by teachers and trained staff within the school.

It is not the volunteer's responsibility to judge student competence.

Volunteers may keep teachers informed by sharing observed progress a child experiences.



**Things that work best
for Students:**

- ★ Encourage children to do their best.
- ★ Positive remarks, patience, and kindness helps a child build their self-esteem.
- ★ Be consistent in your dealings with children.
- ★ Be comfortable with silences. Give the child time to think and organize what they want to say.

- ★ Show each child that you care by listening to them and by using an encouraging tone.
- ★ Be on the same level as the student so you can look directly into their eyes. This lets the student know you are giving your undivided attention.
- ★ Allow the child to take the lead on if they wish to have a hug, give a high five, fist bump, or hold your hand.



How to be an effective Volunteer...

- If you need more information or instruction, go to the teacher or staff for help.
- Preparation is vital to a successful program.
 - Be sure you fully understand the purpose of, and the way you carry out your duties.
- Remember, you are there to assist all children who need help.
 - Although your child loves seeing you volunteer at school, please do not let them think it is visiting time.

- Your attitude is important.
 - Be sure your volunteer work has the approval of your family.
 - Leave your personal problems at home.
- Volunteers are always dependable and prompt.
 - Please notify the teacher or program coordinator at once if you cannot come to school when you are scheduled.
 - A child may be very disappointed if you are not there.
- Look at the school volunteer program as a way to learn new skills, make new friends, and improve your community through the schools.

- Keep calm in emergencies and know what to do and where to get help if it is needed.
 - Please assume the role of a student
- As you work in the school, always maintain your sense of humor. People will love you for it.
- Please, no roaming through the building
 - Inform your teacher if you are leaving the work area.

- Limit visiting with other volunteers; it is very distracting in a classroom situation.
- Talking to the teacher during class time unless absolutely necessary is distracting.
 - Try to save your questions or suggestions for a specific time.
- You will not cover additional materials or assign other work.
- If a student needs to leave your care please direct them to the teacher or staff for approval.

As a chaperone you should:

- Explain all rules and expectations to students.
- Students should remain within your care.
 - Plan procedures in the event that someone is separated from your group
 - If age appropriate
 - Establish meeting place
 - Set check in times and make sure students have a watch. Stress promptness
 - Encourage the buddy system
- Review emergency evacuations with your group. Establish a meeting place outside the building.

FOR OVERNIGHT FIELD TRIPS

- A Fingerprint Background Check is
REQUIRED ANNUALLY.
- Forms are available at the district office.
 - You are responsible for the cost.

Please contact District office for more information.

A volunteer will NOT:

- Contact parents regarding performance or behavior of students.
- Administer corporal punishment or determine punishment.
- Give a child permission to leave the work area without notifying the teacher or staff.
- Bring other children with you during school hours in the building.
- Administer medication to a student.



WHAT TO DO IF.....

A student is injured or becomes ill:

No matter how minor the injury/complaint is,

- Notify the teacher/staff immediately.
- Comfort and help the child to remain calm.

You are asked to take the class **ALONE**:

- Notify teacher or staff
 - Because you are not a paid employee, you are not legally permitted to supervise a class alone.
- Consequently, the teacher or staff will make arrangements so you are not responsible by yourself.

Someone asks to see a student:

- Advise the person to speak with the primary teacher/staff of the student(s).
- UNDER NO CIRCUMSTANCES SHOULD YOU GRANT SUCH A REQUEST.

You are asked about a student or situations happening in school:

- Information you hear in the school is considered privileged information.
- All privileged information should be kept confidential
- Examples of a response you could give:
 - “If you need more information about that situation please contact the school or teacher.”
 - “I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you.”

A student confides a personal matter:

- Please consider this a privilege and provide privacy to the matter if it is safe to do so.
- If related to mental or physical abuse
 - Go with the student to support them as they tell the teacher or the principal.
 - Please note anyone who is suspicious that a child is being abused in any way should report concerns to the Illinois Child Abuse Hotline at 1-800-252-2873.
- If you are unsure about what was shared please discuss with a teacher or staff with discretion for the students privacy

Other Items:

- Signing In and out of School
- Volunteer Dress Code
 - Please use discretion with your attire, all students are looking up to you for guidance
- Use of Cell Phones
 - Please limit cell phone use within the building
 - If you must take a call please advise the teacher or staff and remove yourself from the room

Health and Safety Regulations:

- Fire/Tornado and other safety drills
 - Stay with the class you are working with at the time of the alarm or join a nearby class(as a student)
- Your health:
 - Do not come to school if you are ill. This includes a fever, sore throat or diarrhea within the last 24 hours.
- Bodily Fluids:
 - If there is blood, vomit, saliva or bodily waste on a student or property, immediately secure a teacher or staff member.
- Medications:
 - Only authorized staff may administer medication to all students.

Smoking, vaping, illegal drugs, and alcohol are prohibited by law on school property*

*School property includes buses and the locations of field trips while students are present.

A Volunteer's Code of Ethics

Volunteer work is always confidential - kept between the teacher and the volunteer.

Volunteers know they are there to help all of the students.

Volunteers are always dependable and prompt. They know that a program works when all of the people “show up” all the time.

A volunteer is an assistant, and the teacher's judgement is final at all times.

Volunteers are guided by the adopted board policies, rules, and regulations of the Board of Education.

Thank you for reading through our Volunteer Handbook.

Should you have any questions, please feel free to touch base with our:

Supt. Dr. Matt Noyes, 618-537-4611

LES Principal, Jennifer Seely, 618-537-4553

LHS/LJHS Principal, Kim Emrick, 618-537-4423