

Butz Elementary Volunteer Program

2018-2019



**HOME OF THE
BUDDING BLUE EAGLES**

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Dear Butz Elementary School Volunteer:

We are pleased to welcome you to the Butz Volunteer Program. This very successful program has provided us with capable, caring volunteers who serve as valuable resources to enrich our students' school experience. The continued success of the Volunteer Program will be determined by the degree of commitment to the program and by continual communication on the part of everyone involved. The staff and administration strongly support your presence and participation in our programs. We will utilize your expertise and guide you with ours.

This year we are formalizing our format and process for volunteering in our school. This handbook will provide you our expectations and routine procedures. We expect volunteers to adopt a professional attitude, when dealing with our students. Our volunteers must be discrete, trustworthy, reliable and compassionate.

We appreciate your willingness to give of yourself and your time. Our children will benefit from your many contributions as well as by seeing you in a different role. Your reward will be more intrinsic; the students' smiles, laughter and the knowledge that your time has been well spent are all that we can offer you. We thank you for your support and willingness to assist us, as we provide our students a quality education.

Sincerely,

Kelly Apruzzi

Kelly Apruzzi, Principal

INTRODUCTION

Through the use of parent volunteers, we hope to enhance the teaching and learning process for both students and teachers.

Parent volunteers bring with them into schools a variety of talents and experiences to share with children. Volunteers can provide a listening ear for students who need an audience for their reading or writing. When they read to children, volunteers convey a strong message that reading is an important activity for all of us regardless of age, occupation, or background.

Interacting with students in the process of learning is extremely satisfying. Real life experiences and firsthand knowledge shared with students can make a classroom come to life and be an exciting experience for everyone. Volunteers are also in a unique position to observe our education program in action and spread the word about the outstanding learning experiences we offer students at Butz Elementary.

Our staff extends a warm welcome to our parents, friends, and neighbors who have volunteered to join us and participate in our program. We hope that you will find the experience as a Butz School volunteer both exciting and rewarding.

VOLUNTEER PROGRAM GOALS

The Butz Volunteer Program has been planned and organized to benefit our students. We hope that our volunteers will help in the following ways:

1. Support teacher/student activities.
2. Provide academic assistance as per the classroom teacher's discretion.
3. Provide feedback on volunteer program.
4. Provide a safe and secure environment following and respecting school wide procedures.

VOLUNTEER REQUIREMENTS

1. Volunteer Application
2. Act #34 Criminal Record Check
3. Act #151 Child Abuse Check
4. FBI Criminal Background Check -or- Act 114 Affidavit if residing in PA for greater than 10 years.
5. Act 24 and Act 82 Arrest & Conviction Report Certification

Note: After initially completing items 1-5 from the above list of requirements, each year thereafter repeat volunteers need only sign up to volunteer within the 5 year window.

The clearance process is facilitated and maintained by the NASD Human Resources Department.

For more information on clearances, visit the NASD website: <https://www.nazarethasd.k12.pa.us/Page/855>

ROLES OF PARTICIPANTS

PRINCIPAL

1. Set rules and building procedures for the program.
2. Provide motivation, leadership, and support for the program.
3. Work closely with the school volunteer coordinator, parents, and other volunteers.
4. Facilitate an open, friendly and safe atmosphere for volunteers.

TEACHER

1. Determines the type of volunteer services needed by defining the tasks to be performed, the amount of time and day required, and the materials to be used.
2. Follows designated procedures for requesting school volunteer services.
3. Maintain and fosters a supportive climate for students to work with volunteers.
4. Encourages volunteers to participate and to make suggestions when appropriate.
5. Explains classroom procedures.
6. Recognizes the volunteer through day-by-day expressions of appreciation and encouragement and in special events of recognition.
7. Participates in evaluation of volunteer program.
8. Works toward a team relationship and encourages understanding, cooperation, and volunteer/teacher communication.

GENERAL TIPS FOR VOLUNTEERS

Be Honest

Be Dependable

Be Respectful

Be Patient

Be Flexible

Be Confidential

Be Friendly

GENERAL VOLUNTEER INFORMATION

VOLUNTEER PROCEDURES

1. Teacher makes initial contact with the Volunteer Coordinator or contacts a volunteer directly.
2. Teacher or the Volunteer Coordinator discusses student or teacher needs with the Volunteer(s) and schedule volunteer time.
 - Preliminary meetings with teachers may be necessary to plan for volunteer involvement.
 - A time convenient for the volunteer and teacher is arranged.
3. Volunteer arrives at school and parks in the designated areas.
4. Volunteer signs in at office desk then obtains a visitor identification tag.
5. Volunteer proceeds to the assigned room. (**You may not wander throughout the building without proper approval by the main office or classroom teacher.**)
6. At the conclusion of the volunteer time or task, the volunteer reports to the office and signs out.
7. If you cannot continue in the program for some reason, please contact the Parent Volunteer Coordinator.
8. Siblings are not permitted to accompany volunteers in the classroom and/or school activities.

VOLUNTEERS

Be sure to sign in and out in the main office.

Be sure to wear a visitor identification tag.

Be reliable. (Call the contact person listed if you cannot be at school. If you cannot reach them, call the Parent Volunteer Coordinator.)

Be prompt. Be confidential.

Remember that you are a role model to students.

All messages to your child should go through the office so that the classroom routine is not interrupted.

Be sure to communicate with your teacher. Volunteers may not take students from a designated area without checking with the teacher in charge.

You are considered a professional volunteer. Act accordingly. Appropriate dress required.

Discipline is the classroom teacher's responsibility. Report discipline concerns to the staff member in charge.

Remember...if you don't know...ask! We would appreciate hearing your comments, both positive and negative.

Volunteer use varies from teacher to teacher depending on the needs of the students in their individual classrooms.

Cell phone use is prohibited. If you must take an emergency call, please excuse yourself from the classroom.

Taking pictures of students with your personal electronic device is prohibited. Please do not take pictures or post comments on social media. If you have a negative experience, please bring it to the attention of the classroom teacher, volunteer coordinator or principal.

Please abstain from discussing your child's progress/concerns with the teacher during volunteer time. If you have questions or concerns about your child's progress, please feel free to schedule an appointment with the classroom teacher.