



# Volunteer Handbook

Partner to Achieve Wildcat Success

## Richwoods R-VII School

10788 State Highway A

Richwoods, MO 63071

Phone: 573-678-2257

Fax: 573-678-5207

# **TABLE OF CONTENTS**

|  |   |
|--|---|
| Letter from Principal . . . . .  | 2 |
| Benefits Provided by Volunteers . . . . .  | 3 |
| Opportunities for Volunteers . . . . .   | 3 |
| Requirements and Expectations of Volunteers . . .  | 4 |
| Non-Negotiable Requirements . . . . .  | 4 |
| Helpful Hints . . . . .  | 5 |
| Confidentiality . . . . .  | 5 |
| Volunteer Confidentiality Agreement . . . . .  | 6 |
| Board Policy Parent Volunteer Information/<br>School Volunteer Confidentiality Agreement . . . . | 7 |

Dear Parents,

Welcome to Richwoods R-VII School! We are all very excited that you have made the decision to assist us and our students as we prepare them for the 21<sup>st</sup> century! As we work to build relationships to assist the learning of our students, we want our parents to be as involved as possible. This handbook will prove helpful as we look for ways that you can be a part of our mission to *Partner to Achieve Wildcat Success!*

This handbook will serve as a guide for you to prepare you for your time with us. Please feel free to ask questions of the teachers, staff members or myself at any time.

This is an exciting time in the lives of our students. We look forward to working with you as you become involved as a volunteer in our school.

Sincerely,

Mrs. Deal  
Superintendent

## **Benefits Provided by Volunteers**

School volunteers are a vital asset to the Richwoods R-VII School District. Volunteers provide numerous benefits to the district including, but not limited to:

**1) Community appreciation of the school and the educational process**

By volunteering, you are helping the community understand the importance and value of public education.

**2) Enriching the curriculum and learning experiences for students**

By volunteering, you are supporting the work of teachers and school staff. You are reinforcing the skills that are taught.

**3) Teaching by example**

By volunteering, you are showing the children that you care about their educational experience. You are also strengthening your support of the teachers and the community.

**4) Promoting well-being and self-esteem**

By volunteering, you are able to give students individual attention, which in turn gives you the chance to build positive relationships.

## **Opportunities for Volunteering**

Teachers that have made requests for volunteers will have specific directions to go along with given tasks. Volunteers may be asked to participate in some of the following or similar activities:

- Library/Media Center: Assist the librarian with covering books, shelving books, and student AR testing
- Copying papers, creating bulletin boards, cutting paper, lamination, etc.
- Reading practice with a student or a small group of students.
- Working one-on-one with a student to review skills
- Creating and working in Learning Stations
- Supervising students and assisting the teacher on field trips
- Assisting the teacher with special projects
- Assisting with lunch shifts
- Assisting with hearing and vision screenings

## **Requirements and Expectations of Volunteers**

As a volunteer, there is a code of ethics which must be honored. With a code of ethics, you assume certain responsibilities and will be expected to account for what you do during your volunteer experience. Listed below are some guidelines and responsibilities:

- Under the “Volunteers for Children’s Act”, a volunteer must complete a background check and a request for criminal records check. The volunteer will be reimbursed for the cost of the Criminal Records Check once 10 hours of volunteer work has been completed.
- Sign in and out in the main office. You will receive a volunteer badge. Please wear it visibly at all times.
- Be a positive role model. Set good examples of appearance and behavior for students.
- Have a genuine interest in the education of our students. Commit to volunteer! We count on you!
- Take directives from the teacher/principal/staff member. Be able to adjust to each teacher’s individual style.
- Remain with your task and do not venture to other parts of the building.
- Be punctual and reliable. Please notify the school/teacher if there is a change in plans.
- Enter the classroom with as little disruption as possible. Respect the teachers, students and the classroom environment.
- Become familiar with school policies, practices and emergency procedures and adhere to them.
- Leave the disciplining of students to the teacher. If you have a concern about a student’s behavior, please let the teacher know and she/he will address it.
- Have a positive attitude!
- Leave younger siblings with a caretaker. We need your full attention!
- Confidentiality is a MUST! (See Confidentiality, page 7)
- Be a positive supporter of the school when in public. NEVER discuss the school or its employees or students in a negative or defamatory manner.

## **Non-negotiable Requirements**

- Any information regarding a student’s school performance or behavior is confidential. It is not to be discussed with anyone else.
- Questions regarding a specific child or incident at school should be referred to the teacher or principal
- Comparisons of teachers and their classrooms are not to be discussed with other community members

## **Helpful Hints**

- Be cheerful and friendly!
- Start off by learning the school and classroom rules and procedures. If you are not sure, check with the teacher.
- Give your full attention to the students. Avoid using your time to socialize with the teacher or other volunteers.
- Treat all children fairly and equally. Be sensitive and responsive. You are here to help ALL children succeed.
- Allow each child to work at her/her own pace.
- Encourage children to ask questions and give responses.
- Listen with interest to what children tell you.
- Allow students the opportunity to complete tasks independently before intervening
- In the event of an emergency, remain calm and remember that the students are looking up to you for guidance.
- Ask a teacher for help if you can't handle a problem or if you need advice.
- Always remember that you are appreciated. The time that you give to the school and the students is valuable!

## **Confidentiality**

When a volunteer is working with a student or a group of students at Richwoods School, the basic right to privacy for each student and family must be respected at all times.

Confidential information includes any personal identifiable data, information, observation, or records pertaining to a student or family.

Volunteers must treat all such information as confidential and should discuss it only with the teacher or assigned supervisor. The information should not be discussed with other volunteers, other teachers or staff, or with anyone outside the school.

The one exception to this rule is in the case of suspected child abuse or neglect. Any volunteer who has reason to believe that a child has been subjected to abuse or maltreatment must report it immediately to the teacher or principal.

Volunteers who do not follow this code of confidentiality will no longer be permitted to participate in school volunteer activities.

# **Volunteer Confidentiality Agreement**

There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the school as a volunteer, there may be times when this information is heard. Our staff will make every effort to prevent this from happening; however, as a volunteer, you must agree that if you do hear or see information regarding a student or student's family, you will not repeat this information outside of school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

As a volunteer:

- I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.
- I will keep confidential matters private
- I also understand that volunteering at Richwoods R-VII is a privilege and not a right. The school's principal reserves the right to deny or remove any volunteer violating confidentiality or any district policy.

By signing the agreement on the following page, I am stating that I will not divulge information about any student or family to any person outside the school setting.



**Richwoods R-VII School District**

10788 State Highway A Richwoods, MO 63071

Phone: 573-678-2257 Fax: 573-678-5207



**Parent Volunteer Information**

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

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

Street Address / PO Box \_\_\_\_\_ City / State \_\_\_\_\_ ZIP \_\_\_\_\_

Do you have school-age children? \_\_\_\_\_ School attending: \_\_\_\_\_ Grade level: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes  No Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct?

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yes  No Has a finding of probable cause of child abuse by any state agency been entered against you?

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Falsification of this information is a misdemeanor.*

**School Volunteer Confidentiality Agreement**

I understand that, in the course of my volunteer time with the Richwoods R-VII School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

\_\_\_\_\_  
Parent/Volunteer Signature

\_\_\_\_\_  
Date