

**HANDBOOK**

**FOR**

**VOLUNTEERS**

**Oakwood City Schools**  
**20 Rubicon Road**  
**Dayton, OH 45409**

**Revised September 2015**

# Oakwood Schools

Dear Volunteer:

Welcome to the ranks of the Oakwood Schools volunteers. Our volunteers assist educators in helping students learn and grow to achieve their potential as human beings. By sharing your time and talents, you can make a valuable contribution to the lives of young people and can help ensure that our schools continue to offer quality education.

We appreciate your time, effort and energy devoted to our children. You reveal your own high standards of ethics in important ways:

Reliability – Regular attendance and punctuality are necessary for the smooth operation of program routines.

Respect for Confidential Matters – Discussion of teachers, classrooms, and student should not take place among volunteers or in the community. The authority to confer with parents regarding a child’s academic progress or behavior lies with the teacher, not the volunteer.

We hope you will find great personal satisfaction and pride as you participate as a volunteer. The staff welcomes your assistance and your support.

Sincerely,

Oakwood Schools Administration

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Please sign and return this section to the building principal.

I have received a copy of the Volunteer Handbook and understand the information provided.

I will be volunteering at:

Lange

\_\_\_\_\_  
Signature

Harman

Smith

\_\_\_\_\_  
Print name here!

\_\_\_\_\_  
Date

## **Our Goal**

The goal of our Volunteer Program is to enable dedicated citizens to assist teachers, administrators, and other school personnel in helping young people more fully develop their skills, their potential as individuals, and their mastery of subject matter.

Trained, supervised volunteers may assist school personnel in three major ways:

### **1. Providing individual attention for students by:**

- Enhancing their self- concept
- Providing successful experiences in learning
- Motivating them to learn

### **2. Helping school staff by:**

- Assisting with instructional activities
- Enriching the curriculum
- Performing clerical tasks

### **3. Strengthening school-community relations by:**

- Increasing opportunities for communication
- Learning more about school programs and efforts
- Sharing time and talents with the school

## **Confidentiality**

The Family Educational Rights and Privacy Act Regulations protect students in the Oakwood Schools. Generally, information which may be shared is name, address, phone number, date of birth, attendance, degrees, and participation in extracurricular activities. As a volunteer, **you must not violate the rights of students** by discussing additional information about the student with any one other than the school personnel working with the student.

## **Volunteers Are Very Important People**

The volunteer is an important member of the school team. Working under the supervision of a school staff member, the volunteer can make significant contributions to the school. As with other school personnel, the volunteer must meet certain qualifications and accept certain responsibilities.

### **Qualifications**

The Volunteer must have:

- A genuine interest in students
- Time to give on a regular basis
- A warm and friendly attitude
- Ability to work with others in the school
- Acceptance of individual differences in students
- An appreciation for all students

### **Responsibilities**

The Volunteer must:

- Always sign in and out at the school office
- Attend volunteer training
- Be aware of specific school goals and assist the staff in accomplishing them
- Know whom to notify if unable to keep a commitment
- Be dependable and arrive promptly as scheduled
- Respect the confidentiality of the students and staff
- Never gossip about school observations
- Know the chain of command
- Be helpful, pleasant, and sincere

We view our volunteer program as a valuable and integral part of your child's education. A strong partnership between home and school can greatly benefit your child as he or she grows and matures. Your volunteer hours allow us to spend more time planning quality instruction for your child.

## Volunteer Guidelines

- Prior to volunteering in the classroom, the volunteer must participate in the volunteer training program and sign that he/she has received a copy of the Handbook for Volunteers.
- **Volunteers who work regularly with students, and those who work with students in an unsupervised area will be required to provide fingerprints. You will be notified by the teacher or principal if your volunteer capacity requires fingerprinting. This can be done every five years at the Board office and at no cost to volunteers.**
- All volunteers will sign in and sign out at the office and wear volunteer badges while in school.
- Due to the safety and liability issues, younger children may not accompany volunteers to activities.
- The volunteer will perform activities under the teacher's direction. Remember that teachers have different needs and expectations for their volunteers. Discuss this with the teacher.
- The classroom/school schedule requires that the volunteer be on time.
- If you cannot come when scheduled, please let the teacher know as soon as possible.
- All information regarding **students and staff must remain confidential.**
- Discipline and Crisis Intervention are the responsibilities of the school personnel. If need arises for involvement, follow staff instruction.
- Respect instructional time. Concerns regarding a child, teaching method, or an assigned activity, should be discussed with the teacher at another time.
- If you wish to discuss a concern with the teacher about your child, please schedule a time in advance. Do not use the teacher's instructional or planning or lunch time for conferencing without prior scheduling.