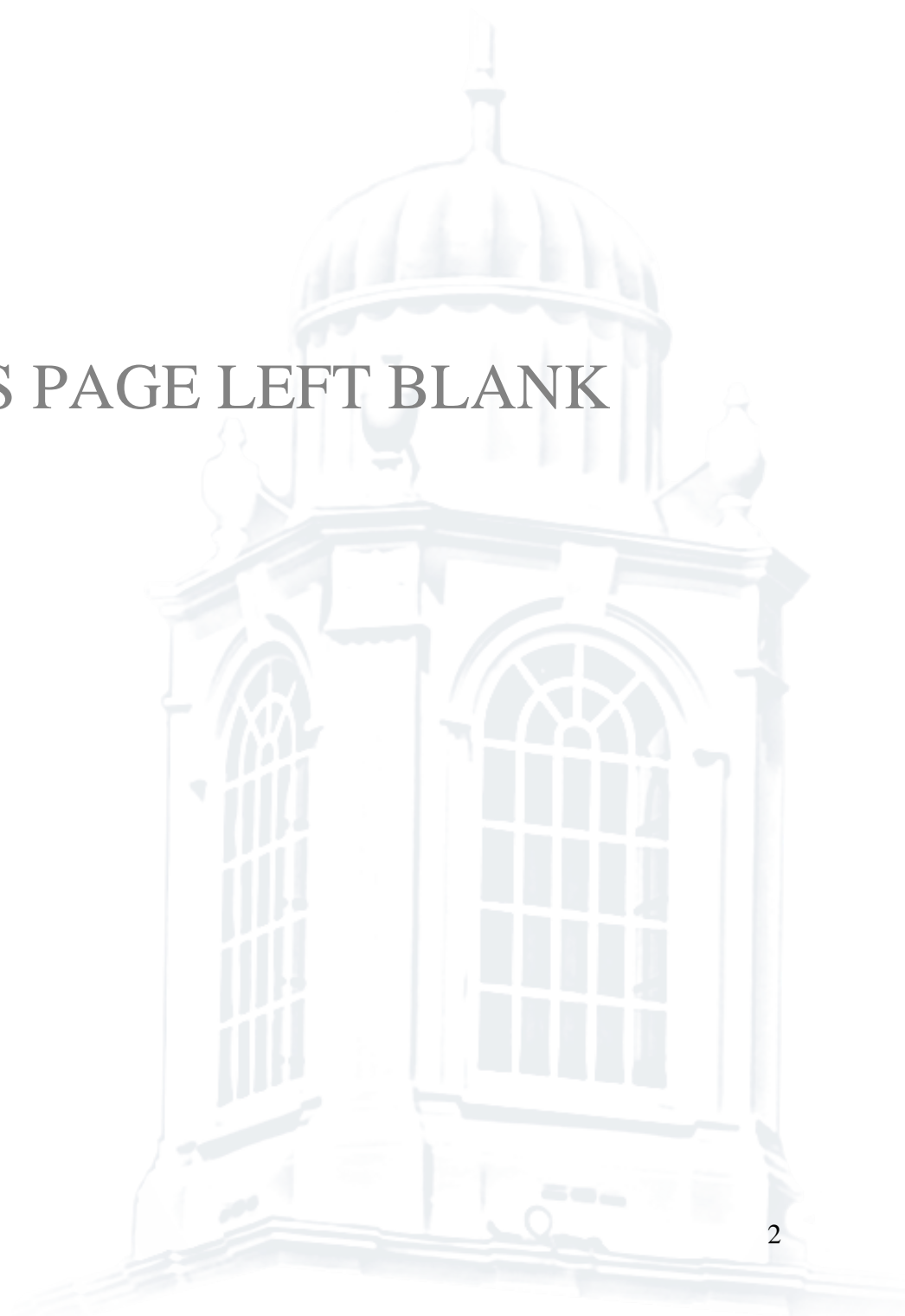


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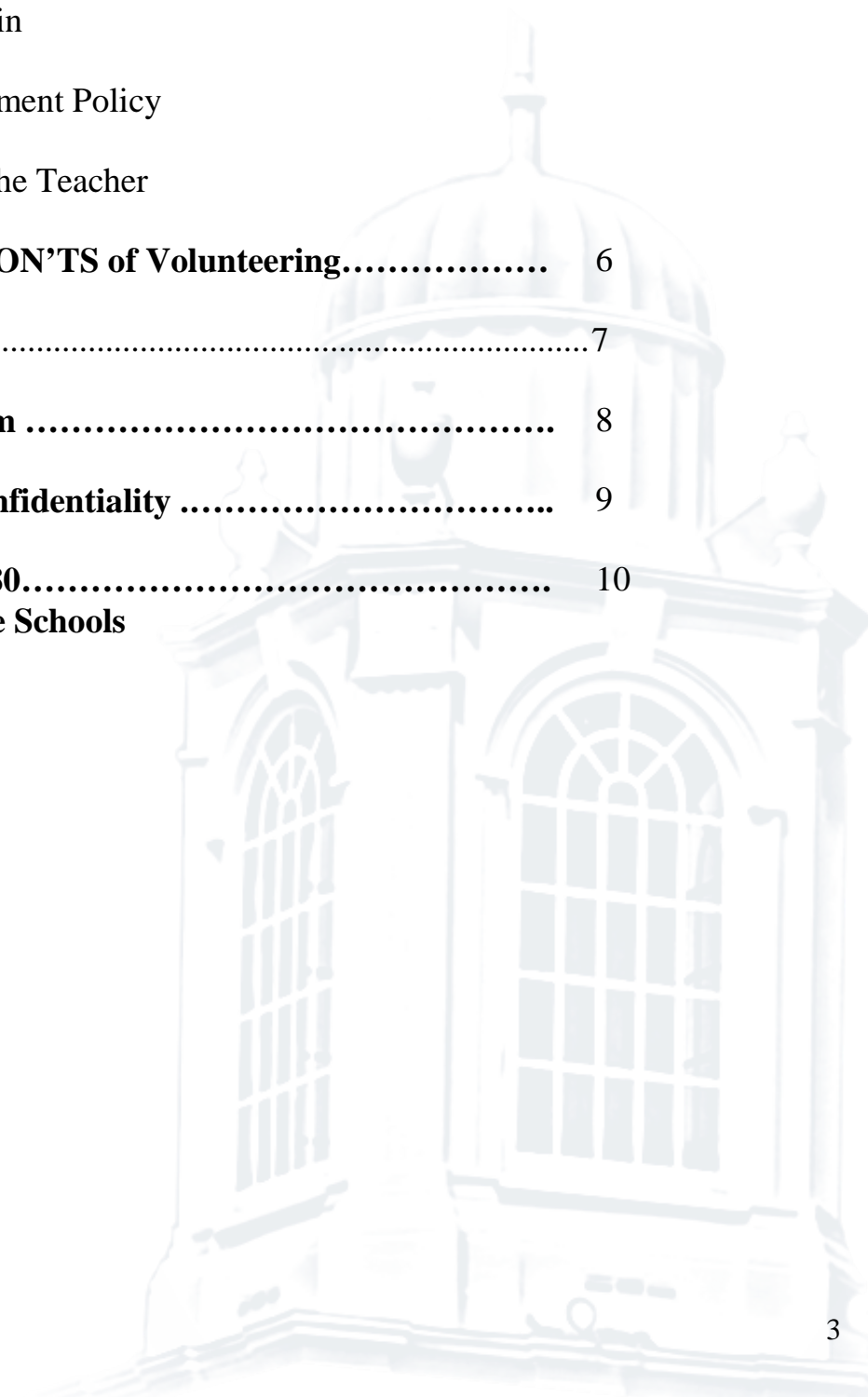
NEWBURGH ENLARGED CITY SCHOOL DISTRICT  
**PARENT AND COMMUNITY  
VOLUNTEER MANUAL**

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## ***NEWBURGH ENLARGED CITY SCHOOL DISTRICT***

Dear Volunteer,

We are very pleased that you have decided to participate as a volunteer in the Newburgh Enlarged City School District. A parent, grandparent, neighbor or community member has ideas, talents and time to share with our students and our schools. It is our belief that programs to help volunteers become involved in our schools are beneficial to everyone. These programs help to foster stronger school/community relationships by creating a common ownership in the success of our district and schools. They also demonstrate the importance of community service to all involved in the program, especially students.

Please read through this handbook carefully. It is designed to give you much of the information necessary to make your volunteer experience our District productive and rewarding. If you have any questions, please direct them to the principal.

Thank you for devoting your time to this worthy endeavor.

Sincerely,

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Principal



## THE ROLE OF A VOLUNTEER

Volunteers in the classroom can assist teachers in a variety of ways, thereby freeing the teacher to focus more time on the teaching/learning process.

### BEFORE YOUR BEGIN

As a volunteer, you must meet with the principal or designee and should arrange to visit with the teacher before you start. The first visit or two should be spent observing the classroom, getting to know the students and the style and routines of the teacher. This will help the children to become familiar with you before you begin.

The teacher is in charge of all phases of classroom activity and you will take directions from the teacher. Volunteers' activities should support the efforts of staff members but not replace them or exceed their authority.

Maintain good communication with school staff especially in the event that you are absent or have a schedule change. If you cannot fulfill your commitment for any period of time, please contact the school or classroom teacher as soon as possible so other arrangements can be made.

You must follow school and District procedures regarding signing in and out, wearing badges, using school materials, maintaining health/security standards, knowing emergency procedures for fire and illness, and maintaining confidentiality.

If you have questions, you should seek advice regarding tasks and school-related issues from those directly in charge, including the principal, teachers, teaching assistants, secretaries, aides, or other school personnel who are trained and responsible for the tasks. Maintain a spirit of partnership and cooperation with school staff.

### DISCIPLINE

Discipline of students is solely the responsibility of the teacher in charge and the building administrator. You may not discipline students in any way. Should students misbehave in your presence, you should report this immediately to the teacher in charge or other appropriate individual (principal, assistant principal). The teacher will then determine the necessary course of action. Also note that the District expects students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful, you should not hesitate to discuss the matter with the teacher or principal.

## CORPORAL PUNISHMENT & EMERGENCY INTERVENTION POLICY

The Board of Education prohibits the use of corporal punishment against a student by any teacher, administrator, officer, employee, or agent of this School District.

As used in this policy, “corporal punishment” means any act of physical force upon a student for the purpose of punishing that student, except as otherwise provided in the next following paragraphs.

For purposes of this policy, an “emergency” means a situation in which an immediate emergency intervention involving the use of reasonable physical force is necessary for one of the following purposes:

1. To protect one’s self from physical injury;
2. To protect another pupil or teacher or any person from physical injury;
3. To protect the property of the school or others; or
4. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school functions, powers, and duties if the student has refused to comply with the request to refrain from further disruptive acts.

Emergency interventions shall be used only in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed. Emergency interventions shall not be used as a punishment or as a substitute for systematic behavioral interventions that are designed to change, replace, modify, or eliminate a targeted behavior.

## EXPECTATIONS – WHAT THE SCHOOL EXPECTS OF YOU

|               |                            |                |
|---------------|----------------------------|----------------|
| Promptness    | Love of children           | Enthusiasm     |
| Dependability | Flexibility                | Patience       |
| Loyalty       | Imagination and creativity | Sense of Humor |
| Tact          | Initiative                 | Discretion     |
| Sensitivity   |                            |                |

## WAYS TO ASSIST THE TEACHER

- Assist with teacher-planned non-instructional activities
- Read teacher-prepared instructions to students
- Read teacher-selected stories
- Check to see if seatwork is completed
- Prepare students for daily program transitions
- Take lunch count
- Operate audio-visual equipment
- Help children to understand and follow directions
- Listen to children read
- Share a hobby, talent, or experience
- Attend field trips
- Assist with school parties and special days
- Help with assemblies
- Help keep classroom materials in order
- Help inventory and maintain records for ordering supplies
- Collect papers for evaluation by the teacher
- Assist with displays throughout the school

## THE DO'S AND DON'TS OF VOLUNTEERING

To capably assist the school, all volunteers are requested to be mindful of the following:

- DO** take a personal interest in helping and working with teachers, staff, and students.
- DO** be willing to learn more about fostering the process of growth and development in children.
- DO** participate in training programs offered to volunteers.
- DO** be willing and able to follow directions from teachers and staff.
- DO** be adaptable and flexible when working with children.
- DO** have a cooperative attitude when working with school personnel.
- DO** be imaginative, creative and optimistic.
- DO** be consistent and dependable.
- DO** keep all student and student-related information strictly confidential.
- DO** have a sense of humor as well as patience and understanding.
- DO** accept each child for who he/she is.
- DO** let the teacher and administration be responsible for discipline.
- DO** follow all school and District policies, rules and regulations.
- DO** be a positive role model for students.

- .....
- DON'T** forget to sign in and sign out of the building every time you are in the building.
  - DON'T** become annoyed when students do not understand something the first time.
  - DON'T** be afraid to laugh at yourself.
  - DON'T** lose your temper.
  - DON'T** do students' work for them.
  - DON'T** discuss students' work with anyone but the teacher.
  - DON'T** contact a student's parent(s) regarding the student's performance.
  - DON'T** threaten or punish students.
  - DON'T** use force or physical contact to manage students.
  - DON'T** discriminate on the basis of race, creed, color, religion, sex, sexual orientation, etc.
  - DON'T** intervene or contradict a teacher once a problem has been handled.
  - DON'T** scold when pointing out errors. Use a positive approach.
  - DON'T** use slang, foul language, profanity, or obscene gestures.
  - DON'T** give students any gifts or food (allergies).
  - DON'T** forget to contact the teacher or the school if you will be absent, late, or can't fulfill your commitment.
  - DON'T** make judgments

## CONFIDENTIALITY

As a school volunteer, you must maintain confidentiality regarding any information learned as a result of working in the school. All things that are seen and heard at school about children and their families must be considered confidential and privileged information. Trust must be established and maintained in order for the volunteer program to be successful. You can strengthen the bond between you and the school by following these rules:

- Treat all student information and information about students (whether by name, circumstance, or description) as personal and confidential regardless of source.
- Treat all information about school employees as confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or a building administrator.
- Seek clarification from the principal or other building administrator about unusual situations that occur when you volunteer in the school.
- Retain a sense of perspective regarding comments heard and actions observed. Report questionable actions or incidents to the teacher or building administrator.
- Understand that not all information can and will be shared with you, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, or physical or emotional maturity.
- Do not discuss a student's progress or behavior with the parent or guardian. You must refer all relevant information to the teacher or building administrator. Direct your inquiries about students to the professional staff.
- Speak constructively of all students and school staff and report concerns involving the welfare of students and school staff to the building administration.

***Do not discuss confidential information with anyone, including your family members. Confidential information includes, but is not limited to:***

- any information regarding a student
- scholastic and health records
- test scores and grades
- discipline and classroom behavior
- character traits of children
- attendance

***All volunteers are required to sign a statement of confidentiality.***





## STATEMENT OF CONFIDENTIALITY/NOTICE AND AGREEMENT

The Newburgh Enlarged City School District recognizes the important contribution that volunteers make to the educational and social environment in the schools of the District and to the students' educational experience. Volunteers must, however, be aware of the important privacy rights afforded to students by law and regulation, and agree to respect such rights to the extent required by law and regulation. Therefore, every individual who volunteers in the schools of the District must agree to the following:

To respect the privacy rights of students by not disclosing to any individual and not discussing with any other individual, including family members, information regarding a specific student or students, including but not limited to:

- a student's progress in school (good grades, bad grades, in a course or even on a test);
- a student's involvement in any incident in school or at a school activity (e.g., disciplinary, accident);
- a student's status as a student with a disability;
- a student's health or other problems, including whether or not the student takes medication or requires treatment;
- testing modifications given to a student;
- any document, record, or writing having relation to a student or students.

I am over the age of 18 and have read the above information. I understand the conditions set forth above and will be bound by its terms. I further understand the importance of these conditions and that my failure to comply with these conditions may result in the District being unable to use my services as a volunteer.

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**Volunteer Signature**

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**Date**

---

**Witness Signature**

---

**Date**

## BOARD POLICY 9180 – VOLUNTEERS IN THE SCHOOL

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens and can assist District employees in providing more individualized and enriched opportunities to students. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

Volunteers may be involved in many facets of school operations, from assisting in the classroom to reading to students to performing clerical tasks, at the discretion of the Building principal.

- 1) Volunteers shall not be used to provide one-on-one tutoring or other instruction to students, to correct student work or to provide transportation for school sponsored activities.
- 2) No volunteer shall have unsupervised direct contact with students except in emergency circumstances.
- 3) Use of volunteers shall not conflict with or replace any duly appointed and/or authorized District personnel or the duties/job responsibilities of such personnel.
- 4) Volunteers may not be assigned the responsibility for disciplining students but may assist the teacher in maintaining proper behavior of students and report behavioral problems to the teacher.
- 5) Volunteers may not supervise a class in the absence of the teacher.
- 6) Volunteers may not contact parents regarding the performance of students.
- 7) Volunteers must maintain the confidentiality of all information learned about students and the school.
- 8) Volunteers must sign in and sign out of the building in which they volunteer at all times.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities as well as make provisions for adequate and appropriate supervision and evaluation.

Persons wishing to volunteer must contact the Building Principal or other individual designated by the Superintendent or Building Principal, and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions and to identify two non-family member personal references. The Building Principal shall be responsible for contacting the personal references to verify that the individual is of good moral character before the volunteer application is forwarded to the Superintendent or designee for review and approval. One form of photo identification shall be required of each volunteer applicant. A criminal background check may be required of volunteer applicants. Any volunteer applicant with a previous criminal conviction must also be reviewed and approved by the Board of Education.

Approved volunteers must sign a Confidentiality Agreement certifying that they will respect the privacy rights of students by not disclosing to any individual and not discussing with any other individual, including family members, information regarding a specific student or students.

The District shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding District employees.

All volunteers are required to follow District policies, regulations and procedures, as well as any school rules. Any staff member who supervises a volunteer(s) who becomes aware that a volunteer has violated District policies, regulation, procedures or school rules shall promptly report any violations to the Building Principal and/or the Superintendent of Schools, who shall determine whether to withdraw approval for the individual to provide volunteer services to the District.

Any volunteer against whom an allegation of child abuse has been made shall not, pending resolution of the allegations, be permitted to render volunteer services to the District.

Each Building Principal shall be responsible for maintaining a current and complete list of all active, approved volunteers in the schools and their assignments.

This Policy shall not apply to student teachers and other students who perform services for the District under the auspices of a college or university program in coordination with the District.

The Superintendent of Schools will develop regulations to implement this Policy.