

RSU #68 Volunteer Handbook



SeDoMoCha Elementary School

SeDoMoCha Middle School

2014 – 2015

Our schools and our students' teachers are busier than ever. It has become increasingly obvious that we need more adults in our classrooms working with children. Research states that children do their best work when their families are involved in the schools. Our mission for our schools is to create a community of learners that include volunteers. A high degree of volunteerism is a key ingredient to maintaining this community and creating a partnership that enhances student learning. We encourage volunteers to help support the schooling of our students.

Frequently Asked Questions

What are possible activities I can volunteer to do within the schools?

There are just as many different ways you can volunteer, as there are volunteers in our school. Below are some of the possible ways:

- Read books, assist within a classroom, listen to a student read, play games, chaperone a field trip, share an interest, hobby, or job, make games, assist at a learning center, just to name a few.

Do I have to volunteer regularly?

We realize that families have time constraints, too. Many opportunities exist for you to volunteer one time during the school year, monthly or a few times a year.

What are my responsibilities as a volunteer?

- Become familiar with the RSU #68 volunteer policy, school policies, and classroom practices. You should also review our student handbook on the RSU #68 website.
- Be on time for volunteering, be reliable, and notify the person you directly work with in cases of absences.
- You can use most materials and equipment that teachers can use. Please check out materials like a teacher would do with the appropriate person before using them. If you are going to use equipment such as a laminator or a photocopier, please make sure you have been trained.
- If you have a particular problem, please contact the teacher, the assistant principal, or the principal as soon as possible. Please understand that they are busy and may not be able to meet with you immediately but will schedule a time to meet.
- Be capable of adjusting to the teachers' ways of doing things and follow their directions.
- Be willing to have short discussions, periodically, with a teacher.
- You should dress according to our dress code. You can find our dress code in our student handbook.
- Have a positive tone with students.

What can I expect?

- Introduction to class rules and routines, to students and to staff that works in the classroom
- Guidance and clear instruction on assignments
- Discipline problems handled by staff
- Meaningful tasks which promote student learning and put to use your talents and abilities

What do I need to do on the day I am volunteering?

1. Sign in at the office
2. Get a volunteer badge from a secretary
3. Go to your designated area
4. Sign out and return your badge when your activity is complete

How can I help students to become independent learners?

- Let students do as much of the work as they can do on their own. Provide encouraging words but do not step in too soon.
- Rather than give students answers when they ask, direct their thinking so they can discover the answer. For example, a student says, “How do you spell fell?” Volunteer replies, “What letters do you hear when you say it.” Another example would be when a student asks, “How do bats see at night?” Volunteer replies, “Does your science book have an index? Maybe you could find the information in the index under ‘bats’.”

What if I can't make it?

Teachers plan special activities for volunteers and count on them in their daily plans. Please make every effort to be reliable. If there is an emergency, email or call the teacher or office.

Office: 564-6535

When should I talk to the teacher?

Teachers can give you their attention the most when children are not around. You may want to ask the teacher the best time to talk because each teacher's schedule is a little different. You may contact them by phone or email to schedule a time to meet. If you walk into a classroom in the middle of a lesson, please remember that the teacher will not have time to talk with you. Please do not use the scheduled volunteer time to talk about a particular problem you are having with your child. Email may be a great way to learn about the expectations the teacher has for volunteers.

What if a student becomes ill or injured?

You should notify the teacher or staff member as soon as possible.

What if someone asks you how a student is doing?

As people in the community become aware of your volunteering, they may ask you a question about a student. If someone inquires about a student's progress or behavior, you should say, "I am not able to comment on a student's progress or behavior."

What if I want to visit my child's classroom but not volunteer?

You should contact your child's teacher to set up a time to visit. The teacher and you can then find a convenient time for you to visit. When visiting, you will need to sign in at the office before going to the classroom.

What if I'm not enjoying my time volunteering in the classroom?

In order for our program to be successful, everyone involved must feel his or her time is being used effectively. If for some reason you are not enjoying your experience, please contact the assistant principal or principal as soon as possible so that the issue may be resolved.

Confidentiality

As a volunteer, you are an important part of our learning community. Because of your closeness to the school, you may overhear information that is confidential in nature, both regarding students and teachers. You may also witness behavior that is out of the ordinary. To keep our school a safe place for learning, we work hard to protect our students, teachers and families. Please honor this and remember to keep information to yourself. If you feel that there is a serious concern, please contact the assistant principal or the principal.

Thank you

Thank you for your interest in volunteering at RSU #68. Our school's success is dependent on the cooperative efforts of staff, families, and community members who all work together to provide a learning place for students that is safe, organized, accountable, and respectful.

If you have any questions, please contact the Elementary Office at 564-6535.

