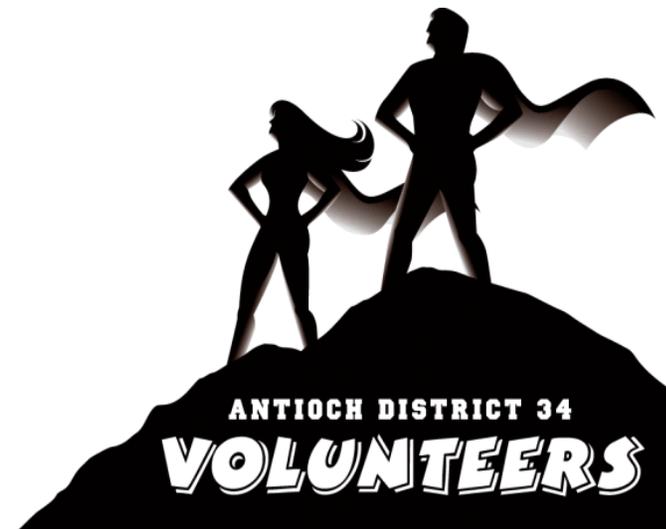


D34 Volunteer Handbook



“A volunteer is anyone who supports school goals and children’s learning or development in any way, at any place, and at any time—not just during the school day and at the school building.”

Dr. Joyce L. Epstein

National Network of Partnership Schools

Johns Hopkins University



Welcome!

Volunteers play a vital role in providing educational opportunities, programs and services to District 34 students. Many of the programs available for students would not be possible without the help of volunteers. At the same time, we believe one of the best ways for a community to learn about its schools, is through firsthand experience gained through volunteer efforts.

Research studies on parents and school show when parents get involved in their children's education, good things happen.

When parents volunteer, they:

- Allow district staff to focus their efforts on education.
- Establish stronger, more collaborative relationships with teachers and other district staff.
- Contribute toward student achievement.
- Gain a feeling of accomplishment & community involvement.
- Make their child smile by seeing them at school.

We have teamed up with the District 34 Parent Involvement Task Force, and together are committed to providing you with opportunities to get involved in a variety of ways that work for your schedule and interests.

Thank you for your volunteer commitment. The contribution of your time and talents is sincerely appreciated. You'll be amazed at what we can achieve together!

Dawn Benaitis, Principal-Hillcrest Elementary
Stacy Graff, Principal-Antioch Upper Grade
Judy Hamilton, Principal-Antioch Elementary
Mary Kay McNeil, Principal-W.C. Petty Elementary
Carolyn Stadlman, Principal-Oakland Elementary



Table of Contents

Introduction.....	3
Choosing How You Will Volunteer.....	4
Avenues to Involvement.....	5
General Volunteer Procedures.....	6
Safety.....	7
Confidentiality.....	8
Reliability & Student/Staff Interaction.....	9
Parent Involvement Resources.....	10



Introduction

Welcome to the Antioch District 34 Volunteer Team! Your help is essential in enhancing the education of our students.

This handbook has been developed to help acquaint you and your role as a District 34 volunteer. Though not a staff member, you share in similar responsibilities while working with students.

Each school within District 34 has a Volunteer Coordinator. If you have any questions about this handbook or volunteering, contact your school volunteer coordinator through your school website.

Here's how easy it is to start making a difference:

- Complete the "Just 2 Hours Involvement Pledge" for each school your child attends, and return it to school.
- Once you have completed and returned your form, you will be contacted by the appropriate school staff member, or school PTO member, or Volunteer Coordinator regarding available opportunities matching your interests and schedule.
- Check the school website each week for new and on-going volunteer opportunities.

As a volunteer, you are an important member of the District 34 community. Thank you for your gift of time!

District 34 Parent Involvement Task Force



Choosing How You Will Volunteer

All help, any help, makes a huge difference for schools. What would you like to do? When would you like to do it? We'd like to work with you to make sure that all parents can pitch in.

Frequency: Are you looking for a one-time or ongoing opportunity?

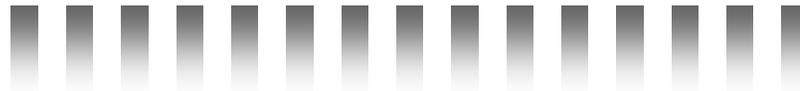
Time: Are you available before school, at lunch, or in the evening?

Location: Are you looking to help out in the school building or at home?

Type: Would you rather interact with students, work on your own, support fundraising activities, make photo copies, or do something we haven't thought of yet?

Scope: Will you be more comfortable in your child's classroom, school, or district for your volunteer hours?

Complete the Just 2 Hours Pledge available at school or on the Parent Involvement page at www.antioch34.com to tell us how you want to help.



Avenues of Involvement

Board of Education

**Parent
Volunteers**

PTO



District 34

Parent Advisory Council

Seeking more involvement in supporting your child's education?

- Attend a School Board Meeting
- Join your school's Parent Teacher Organization (PTO)
- Serve on the district Parent Advisory Council, or one of its subcommittees.
- Support the District 34 Educational Foundation
- Visit www.antioch34.com for district and school-specific



General Volunteer Procedures

Checking in and out of the School Office:

Upon arrival at the school, check in at the school office. If it is your first time at the school, you will be asked to show photo identification. The school receptionist or secretary will ask you your destination, and then issue you a visitor's badge after receiving confirmation through the school's visitor management system.

This is in accordance with District 34 board policy (Section 8:50), "All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge."

If you will be working in a portable classroom, please note that you will need to check in at the school office before reporting to your assignment. Please do not go directly to the portable classroom.

Please sign the Volunteer Log.

Siblings and Other Children:

Siblings and other children should not accompany the volunteer as this may present distractions in the classroom.

Cell Phones:

As a courtesy, please silence cell phones while in the school building as this can be a distraction to students.



Safety & Emergencies

Fire safety rules:

- When in a classroom, follow the teacher out of the building and stay with the class.
- When not in a classroom, quietly exit the building and remain at a safe distance until notified that it is safe to return.

Lock-Down Procedures:

A staff member will provide you with instructions if possible. Remain in the room in which you are working.

Bringing Food to School:

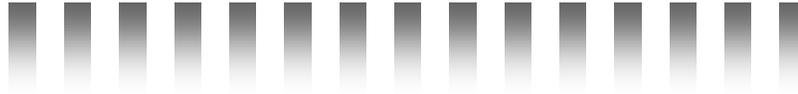
- In accordance with Student Handbook policy, “In order to be sensitive to students with food allergies and cognizant of food safety all foods provided for group consumption (parties, birthdays, etc.), must be store bought and include the ingredient list.”
- Please check with your child’s teacher to learn of any food restrictions in the classroom.



Confidentiality

Please maintain professional integrity regarding confidential information you may receive while volunteering. Observe discretion in commenting on school matters, including the performance of other volunteers, children or school staff by keeping the following in mind:

- To respect student, staff, and family privacy, we all need to honor confidentiality. What happens in the school, stays in the school.
- If you see or hear *adult* behavior which concerns you, please address this concern with the school principal rather than other parents or teachers.
- If you see or hear *student* behavior which concerns you, please address this concern with the student's teacher.
- Students sometimes share private stories with volunteers. Please keep these stories private.
- Volunteers sometimes learn academic information about students while performing a task (i.e. Friday Folders/ Take Home Folders, Math Flash Cards). It is important to keep this information private.
- Sometimes students do the cutest things. Even though the behavior is positive, sharing these stories can also undermine a family's feeling of security and privacy. Please keep these stories private as well.
- When in doubt about what information to share, picture the student, staff member, or family listening in on the conversation. If you wouldn't share the story with them present, please do not share the story.



Reliability

- Please honor your commitments and be on time.
- If you are unable to fulfill your volunteer assignment, please notify your assignment contact (teacher, staff member or PTO activity chair) as soon as you are able.

Student/Staff Interaction

- Respect your co-workers, students, and staff.
- Find ways to be positive with students and staff. Make the classroom richer from you having been there.
- Please be accepting of differences in student learning styles and behavior. Appreciate the diversity that individual differences contribute to the classroom experience. Generally, the staff is aware of student strengths and challenges.
- A teacher's time is precious. Please remember that teachers need their planning time to prepare for upcoming lessons.
- Please save questions and concerns about your own child for student conferences, a phone call, or email to your child's teacher.
- It is inappropriate to confront a student about personal issues carried over from a "play date", sporting event, community group, etc. These should be directed to the child's parent/guardian outside of the school.
- Enjoy your interaction with all students!



Parent Involvement Resources

The District 34 Parent Involvement Task Force took direction from a nationally recognized model for parent involvement and other key sources (listed below) to develop this volunteer program. We welcome you to attend any of our meetings. Our meeting schedule is available at www.antioch34.com.

Our group's goal is simple; to increase parent involvement in all District 34 schools while enhancing all student learning experiences. These goals are not new to District 34, but our program is. Success will happen because you choose to make a difference. If there is anything we can do to make your experience better, please contact a member of the Parent Involvement Task Force, your school Principal, Volunteer Coordinator, or PTO President.

- **National Network of Partnership Schools:**

<http://www.csos.jhu.edu/P2000/>

- **Framework for Six Types of Involvement:**

http://www.csos.jhu.edu/P2000/nnps_model/school/sixtypes.htm

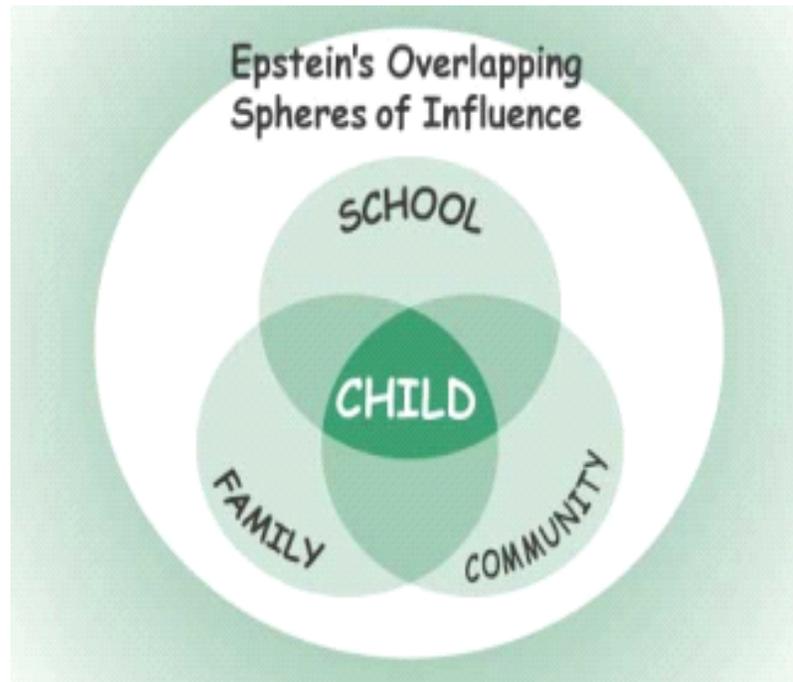
- **Illinois State Board of Education:**

<http://www.isbe.state.il.us/>

- **IL Parent Resource:** <http://www.illinoisparents.org/>

- **Public School Parent Network:**

<http://www.psparents.net/default.htm>



Remember...

- Be a good role model for children.
- Always try to remain professional and positive.
- Be reliable, others depend on you.
- Your time and energy is appreciated and valued.
- You *can* make a difference in D34 Students' lives!