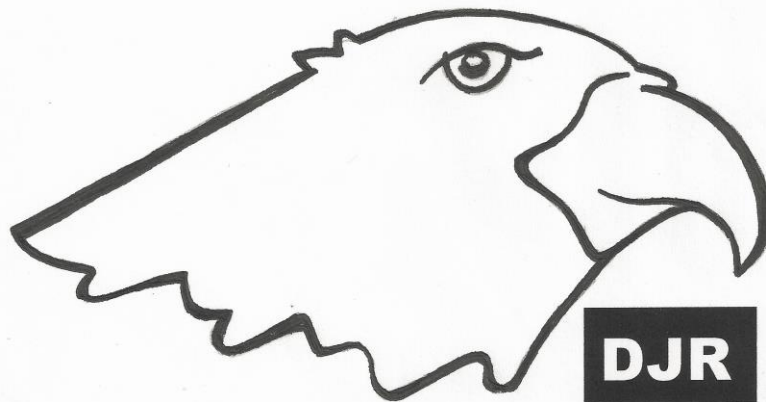


*Dr. Julian Rogus  
Elementary School  
Volunteer Handbook*

*2013-2014*



**Dr. Julian Rogus Elementary**

## Welcome

Welcome to the Dr. Julian Rogus School Team. We value and appreciate your commitment of time, energy and skill as a volunteer to the school.

Volunteers are an important part of our effort to provide a quality education for our students. With your help, more individualized and personal attention will be possible. As well, you will provide a positive role model for our students.

Education involves a unique partnership between students, parents, school, and the community. Your assistance as a school volunteer will reinforce this partnership by providing increased learning opportunities for students. It will also provide you with increased awareness of our program as well as help to promote and maintain a supportive relationship for parents, teachers and staff of Rogus Elementary School.

This booklet has been prepared for the use of volunteers; parents, community members, past pupils and guests, who work on a regular or occasional basis in a classroom or other areas (e.g. library, A.V.I.C., field trips) of our school.

***“Volunteers aren’t paid, not because they’re worthless, but because they are priceless.”***

*~ Marlene Wilson*

## Guidelines for Effective Volunteering

**Be Honest** in your approach and attitude. It will aid in developing trust.

**Be Patient** when working with students. They may be having difficulty and do not need more pressure. Build self confidence. Praise honestly, accentuate the positive, and minimize the negative.

**Be Flexible** in responding to the needs of students and staff.

**Be Friendly** and try to remember students’ names. With a smile and a thank you, you can accomplish miracles.

**Be Respectful** to all. Treat individuals in the same manner you wish to be treated.

**Be Discreet** with information that you hear and see. Volunteers will inevitably hear privileged information about pupils, families, teacher, or the school. **Confidentiality is a must.** Please respect everybody’s right to privacy.

**Be Reliable.** Arrive on time and call the school if you cannot fulfill your duty. Teachers and students will look forward to your presence.

***“It is one of the most beautiful compensations of this life that no man can sincerely help another without helping himself”***

*~ Emerson*

## Principles of Volunteering

*Confidentiality is very important and cannot be stressed too much. Please do not discuss information learned at school regarding students, families, teachers or other volunteers. Mutual trust and accountability are essential to a successful school/volunteer partnership.*

*You are an assistant and confidant. It is important to establish and maintain an open climate for communication with staff. In this way, problems and misunderstandings can be avoided. Please be open and communicate your frustrations, concerns, delights, and successes to the administrator.*

*As a volunteer in the school, it is essential that you devote 100% of your attention to your task. We ask that you do not bring young children in during the time in which you are volunteering. Supervision of all children in the building is a priority of everyone involved in the educational setting. It can be very difficult to adequately supervise your children while focusing on your task you have volunteered for. If an emergency circumstance arises, please contact the administration.*

*As a volunteer, you work under the guidance and supervision of a member of the staff. Volunteers are not responsible for direct instruction or evaluation of students or program.*

*When you enjoy what you are doing, you tend to do a better job. If you are asked to do something with which you are not comfortable, please be sure to talk about it with the teacher or principal with whom you are working.*

## Rights and Responsibilities

### ***The School Administration is Responsible For:***

- *determining guidelines for volunteers in and out of the classroom*
- *assessing the school needs for volunteers*
- *determining the structure and outcomes of the volunteer program*
- *providing a location within the school for volunteers to meet, collect information, leave coats, etc.*
- *evaluating the program*
- *providing orientation for the volunteer*
- *providing support for all partners in the program*
- *making the volunteer feel welcome, appreciated and part of the team*
- *ensuring ongoing training and support sessions are provided for volunteers*
- *matching skills, interest and time commitment of the volunteer to a suitable job*

### ***The Teacher is Responsible For:***

- *providing on-the-job training for the volunteer for the specific task(s)*
- *outlining the specific time requirements for each visit and for the length of commitment*
- *providing a review and ongoing feedback to the volunteer, as necessary*
- *informing the volunteer of schedules and schedule changes*
- *being available for volunteers to discuss difficulties and successes*
- *recognizing and appreciating the contribution of the volunteer*

### ***The Volunteer is Responsible For:***

- *working within the school and board policy and under the guidance and direction of the staff/principal*
- *working with and for the students under the supervision of a designated teacher*
- *assuming no responsibility for any direct instruction or evaluation involving personnel, pupils, or programs*
- *reporting any injury or accident to staff*
- *undertaking available training*
- *informing a teacher as soon as possible if unable to attend as expected*
- *being prompt and reliable*
- *communicating any problems, concerns, frustrations, delights, and triumphs to staff*
- *maintaining confidentiality in all situations*
- *completing an “Acknowledgement of Confidentiality” Form*

### ***Some Advice for Those Who Choose to Volunteer***

1. *Understand the job you undertake to do.*
2. *Accept training appreciatively and contribute your knowledge and experience.*
3. *Match your interest to the needs you see about you and therefore, to the job.*
4. *Open yourself to opportunities for growth – in skills, sympathy, self-confidence and responsibility.*
5. *Value your two-way role as community interpreter.*
6. *Communicate to supervision by self-evaluation and willingness to ask,*
7. *Give loyalty to your institution, its staff and its programs.*

*If you question whether you have the skills necessary to be an effective volunteer, please remember the three characteristics we admire most in each other: Warmth, Honesty, and Sense of Humor.*

***We thank you for your interest and commitment to the students and staff at  
Dr. Julian Rogus Elementary.***

PLEASE SIGN AND RETURN THIS PAGE OF THE HANDBOOK  
BEFORE YOU BEGIN YOUR VOLUNTEER WORK AT  
DR. JULIAN ROGUS ELEMENTARY SCHOOL.

I, \_\_\_\_\_, acknowledge that I have read and understand the information in the volunteer handbook.

I, \_\_\_\_\_, acknowledge the importance of confidentiality within our organization and agree to not breach confidentiality in order to respect all stakeholders in our organization.

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NAME

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DATE