

# Community Volunteer Training

Created by: Anna Rodriguez  
In Partnership with: Communications Department, Human  
Resources Department, and the Student Services Department

# CCS Mission Statement

*CCS is committed to empowering all students to collaborate, compete, and succeed in an increasingly interconnected world.*

# Volunteer Roles and Goals

- The primary role of a volunteer is to provide a positive relationship with the students and staff.
- A volunteer also helps teachers with non-instructional tasks so that they have more time to work with the children and plan.
- Volunteers creatively share their talents to support students, teachers, and staff.

# How Do I Start?

- There are two levels of volunteers:
  - Level I – volunteering for whole school events. These include guest speaking, dances, carnivals, fun runs, school beautification, etc.
  - Level II – Works directly with students. These include tutor, mentor, teacher's assistant, media center, after-school clubs and/or activities.

# How Do I Start?

- Before you can volunteer as a Level II, you must complete and submit the online Background Check form. Level I volunteers do not need to do this.
- Once the background check is complete, you must review this PowerPoint training.
- Once you have reviewed the PowerPoint training, you then must complete the volunteer registration form and turn it in to the office.

# How Do I Start?

- The front office will notify teachers that you have completed the Volunteer Training.
- The classroom teacher can organize a day/time for you to start volunteering.
- Make a difference!

# Volunteer Code of Ethics

- Understand that as a volunteer, you are a member of an educational team. All information concerning children, teachers, and the school is confidential and should remain in the school setting.
- Volunteers shall maintain the dignity necessary to gain the respect of students and set a good example at all times.

# Volunteer Code of Ethics

- It is also important to show high regard for each child by being courteous, impartial, and fair. Always respect those with whom you work.
- Understand and respect that you will work under the supervision of one or more staff members.



# Volunteer Code of Ethics

- The most important part of the Code of Ethics is confidentiality. This includes, but is not limited to, student performance, student behavior, conversations heard among staff, concerns with teachers and staff, incidents with students, health and medical issues, and parent information.
- According to the Family Educational Rights and Privacy Act (FERPA), volunteers are not permitted to assist with grading papers or inputting grades into the teacher's grade book. 34 C.F.R. § 99.12(a).

# Volunteer Code of Ethics

- As a volunteer, it is important that you know and practice the above Code of Ethics. It is also your responsibility to know the channels of communication, maintain a caring and professional attitude, be prompt and dependable, and help keep the building safe by signing in and out and wearing a nametag. Most importantly, always allow teachers to handle discipline.

# Volunteer Procedures

- When volunteering in the school building, you must always check in at the front office.
- There is no dress code for adults, but you do need to be a good role model and follow the dress code established for students. Dress in clothes that promote a safe and respectful learning environment. (Cont...)

# Volunteer Procedures

- (Cont...) No headwear unless for health, safety, or religious reasons. No bare feet. Clothing cannot show profanity, obscenity, violence, or symbols of hate. Clothing cannot promote alcohol, tobacco, drugs, gang colors, or gang-related signs. Underwear should not be visible. Do not show bare skin between upper chest and mid-thigh.

# Volunteer Procedures

- **Please wear your badge/name tag at all times.**
- If you are unable to attend your volunteer appointment, please call the school and let the front desk know. They will contact the teacher or staff member that you were going to be assisting.

# Volunteer DOs and DON'Ts

## DO

- Respect teacher schedules. They cannot always talk in the middle of the day. Check with them when a good time would be to talk/touch base.
- Be a good role model.
- Set a good example.
- Be courteous, impartial, and fair.
- Earn and give respect.

## DO NOT

- Impose your own religious or political views upon students.
- Smoke on school property.
- Use and/or sell drugs and/or alcohol.
- Administer medications.
- Break school rules.

# Getting to Know the Student

- Learn student's name & introduce who you are
- Be prepared to share personal information
- Find common experiences
- Avoid asking students personal questions

# Getting to Know the Student

- Information shared should remain confidential, **UNLESS:**
- It is potentially harmful to the child
- It is potential harmful to someone else
- If you suspect the child may harm themselves
- If you are subpoenaed.
- Apprehension is *okay!*



# The Unsuccessful Match...

- It happens....do **not** take it personally!
- The relationship may seem one-sided:
- Try to keep it **Alive!**
- Solicit the support of the coordinator to address issues.

# Middle/High School

- Conversation instead of interview
- Few, but consistent rules
- Use open-ended questions as opposed to Yes/No
- Understand what is being taught

# English as a Second Language

- Speak slower/clearer – NOT LOUDER
- Avoid using slang/idioms
- It is easier to understand language before you are comfortable speaking it.

# Safety and Security

Throughout the year, schools are required to schedule several different drills so that staff and students will be prepared in the event of an emergency. Each room is equipped with instructions and procedures for each drill. Make sure that you know the location of the procedures in case you find yourself alone with a student when this happens. *Drills can be unnerving. Please be calm and do not try to enter or exit the building during a drill.*

# Safety and Security

## Types of Drills

- Fire Drills – Everyone must exit the building and go to their designated location as quickly as possible.
- Tornado Drills – Students must go to the nearest safe area (located on the school map) and maintain the “tuck and duck” position until an All Clear is called.
- Bomb Threats – Students may be required to evacuate.

# Safety and Security

## Types of Drills, continued

- Lockdown Drills

Each room has a labeled envelope near the exit door containing cards and instructions. The teacher will direct you on what to do in the event of a Lockdown. If you are alone in a room, follow the directions exactly.

The safety and security of our school family is of the utmost importance.

*All we can ask in our lives is that perhaps we can make a little difference in someone else's.*

- Lilian Davis -

**Thank You!**