

# **MILLBURN SCHOOL DISTRICT**

## **24**



# **Volunteer Program**

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# **Millburn School**

## **District 24**



# **Volunteer Guidelines**

## **MILLBURN SCHOOL DISTRICT 24**

### **VOLUNTEER GUIDELINES**

- ❖ **It is the policy of District 24 to encourage the use of volunteers in the schools for the primary purpose of enriching the educational opportunities for all students.**
- ❖ **Volunteers will operate under the direction of the principal, classroom teacher/staff member and the school's parent volunteer coordinators.**
- ❖ **Volunteers may assist classroom teachers/staff members with non-teaching duties and tasks (e.g. bulletin boards, preparing materials for a project, etc.).**
- ❖ **Volunteers may assist teachers in providing more individual or small group help to students (e.g. centers, math flash cards, administer makeup spelling tests, listen to students read, etc).**
- ❖ **Volunteers will operate under the direction of a licensed staff member and be within sight or sound of a licensed staff member while working with students.**
- ❖ **Volunteers may be asked to undergo a Background Check if working directly with students.**
- ❖ **The Superintendent, Principal, Other Administrative Designee, and/or Classroom Teacher/Staff Members will provide training for all volunteers. (PLEASE SEE TRAINING DOCUMENT, Appendix A.)**
- ❖ **All volunteers will be provided with a District Volunteer Handbook. (PLEASE SEE MILLBURN DISTRICT 24 VOLUNTEER HANDBOOK, Appendix B.)**
- ❖ **If classroom teachers/staff members chose to, volunteers may be given an additional handout, which more specifically addresses any information from the staff member. (PLEASE SEE CLASSROOM EXAMPLE, Appendix C.)**

- ❖ **The Superintendent, Principal, and Other Administrative Designee will work together to provide in-service opportunities for professional staff in the utilization of volunteers.**
- ❖ **The classroom teachers/staff members will have a choice of whether they use volunteers.**
- ❖ **The classroom teachers/staff members will have a choice of how they use volunteers.**
- ❖ **Volunteers may be completing volunteer tasks at school and/or outside of school (e.g. clerical tasks).**
- ❖ **There will be a yearly evaluation of the Millburn District 24 Volunteer Program for the first five years, then every other year. Adjustments will be made as needed.**
- ❖ **Any situations raising concerns/problems will be addressed by Administration on an individual basis rather than “group messages/notes”.**
- ❖ **The District reserves the right to place and remove volunteers from service in the schools.**
- ❖ **Staff Members will be surveyed to determine who wants volunteers and how they would like to use them.**
- ❖ **Each school will have School Volunteer Coordinators and/or Classroom Volunteer Coordinators that assist classroom teachers/staff members in matching their needs with qualified volunteers. (If the staff member chooses to do so.)**
- ❖ **Classroom Teachers/Staff Members, Administration, and School Volunteer Coordinators will work together to decide whether volunteers come from homerooms, grade levels, or a “general pool”. This may vary according to the preference of the classroom teacher/staff member.**

- ❖ **Volunteers will not complete tasks such as grading papers involving any amount of decision-making (e.g. beyond a “yes” or “no” answer, but can assist with scoring a Timed Math Fact Test or an easily scored item.)**
  
- ❖ **WE ARE ALL PART OF A TEAM! EVERYONE HAS AN IMPORTANT ROLE!**
  - The Millburn District 24 PTO and Millburn District 24 Educational Foundation will continue to operate and complete their missions/goals.**
  
  - The Millburn District Administrative Team, Staff, School Volunteer Coordinators, Classroom Volunteer Coordinators, and Students will continue to strive to accomplish their missions/goals.**
  - (PLEASE SEE MILLBURN DISTRICT 24 TEAM ROLES, in Appendix D.)**
  
- ❖ **These Guidelines will be followed by Millburn School District 24 Schools. However, each school will create a Volunteer Program that more specifically meets the needs and works best for that particular school.**



# **Millburn School**

## **District 24**



# **Volunteer Program APPENDIX**

## **APPENDIX A**

### **TRAINING FOR MILLBURN DISTRICT 24 VOLUNTEERS:**

#### **❖ ADMINISTRATION—GENERAL ORIENTATION MEETING**

- **The Superintendent or Building Principal, and/or Other Designated Administrators/Interns, will conduct the first Volunteer Orientation Meeting**
- **This meeting will address:**
  - **What our Millburn District 24 Volunteer Program Is**
  - **What our Millburn District 24 Volunteer Program Is Not**
  - **Volunteering as a Privilege vs. a Right**
  - **Volunteering and Professionalism**
  - **Volunteering and Confidentiality**
  - **Checking in/out of Office**
  - **Identification (Name tag)**
  - **Dependability and Punctuality**
  - **Helping ALL STUDENTS in the classroom**
  - **Where you may volunteer**
    - **Determined by Teacher/Staff Member Needs: In any grade level classroom, in your child's grade level, in your child's classroom, etc.**

#### **❖ SPECIFIC FOLLOW-UP TRAINING**

- **The Classroom Teacher/Staff Member may follow up with any more specific training for the classroom or for instance, the LRC.  
(Classroom policies, procedures & rules, management system, what your specific duties are, scheduling, etc.)**
- **Designated Personnel Selected by the Principal will follow up with any more specific training for clerical areas of the school such as the copy machine, laminator, die cut machine, intercom systems, telephones, etc.**
- **Other Specific Areas of Training May Include**
  - **Technology Software Programs**
  - **Behavior Management protocols for classroom and common areas**
  - **Playground Duties**
  - **Lunch Duties**
  - **Bus Radio/Walkie Talkies**
  - **Basic First Aid**



**APPENDIX B**

**MILLBURN SCHOOL**

**DISTRICT 24**

**VOLUNTEER HANDBOOKS**

- **MILLBURN CENTRAL**



- **MILLBURN WEST**



# MILLBURN WEST VOLUNTEER HANDBOOK



# **Millburn West School Volunteer Handbook**

**Welcome Millburn Volunteers!!! We are thankful that you have chosen to volunteer your services to our students. With the support of volunteers like you, the opportunity to meet the individual needs of each child is greatly increased.**

**We encourage parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our school.**

**The education of today's youth takes a whole community. Caring members of our community bring new energies and resources into our schools. All over the country schools are drawing support from their communities through the efforts of volunteers who work in our schools, contribute goods and supplies, and support our schools financially.**

**This handbook is designed to provide you with practical information that will assist you in your volunteer placement. It is our goal that the time you spend with our students is worthwhile for you as well as the students. If you have any questions that have not been addressed in this handbook, please feel free to let us know.**

## **Confidentiality**

**As a school volunteer, it is extremely important that you do not speak with other parents about children in the classroom while you were volunteering. Most people do not want anyone saying anything about their child, even when the intention is to pay a compliment. Please respect confidentiality and do not speak about specific students in any way, shape or form. Remember, it could be your child that someone else is discussing. Anything that happens in the classroom is the teacher's responsibility.**



**Volunteers must protect the teachers' and students' right to privacy. You may not disclose information or personal matters which you may have noticed or heard. Discuss student problems or concerns only with the staff member with whom you are working or with the principal. That person will know the proper procedure to deal with this situation.**

**We cannot have a successful volunteer program in our District unless these rules of confidentiality are strictly observed.**

# **Program Overview**

## **1. General Considerations**

Reaching our District's goal of increased academic achievement for each student requires a community-wide effort. This is particularly true in light of the current economic climate that is forcing all schools to do more with fewer resources. As a result, we need strong community partnerships in addition to the commitment of our teachers, administrators and staff. School volunteers play a critical role in this effort by assisting in many ways both in and outside of the classroom. Both schools have a system that follows the Millburn District 24 Volunteer Guidelines, as well as the protocols set forth in this Handbook, that meets the needs of their staff. Regardless of where volunteers are used, it is the goal of this program to increase the quality and effectiveness of the education of the children of our District.



## **2. Millburn West Volunteer Program**

### **“LENDING A HELPING HAND” (Full Year Program)**

- Any Millburn West Teachers/Staff Members currently organizing their own volunteer programs and wishing to continue doing so, will have their own organization. However, in order to provide consistency, these volunteers will receive the new Millburn District 24 Volunteer Guidelines and Millburn West Volunteer Handbook. They will also attend the first Volunteer Orientation Meeting. Volunteers will then continue with any specific training, and handouts that the teacher/staff member require.
- Any Millburn West Teachers/Staff Members choosing to do the above, but also have the assistance of School Volunteer Coordinators may do so. They can use the School Volunteer Coordinators in any manner that supports their efforts in using volunteers in their classroom/program.
- Millburn West Teachers/Staff Members will have an additional choice to use the **LENDING A HELPING HAND PROGRAM** throughout the entire school year rather than scheduled weeks as in the past. The School Volunteer Coordinators will organize the **LENDING A HELPING HAND PROGRAM**, and provide a workable system with forms (eventually on the computer) for staff members to fill out to receive help daily, weekly, monthly, for specific projects, etc. This will include volunteer help inside the classroom as well as outside the classroom.

- **All Millburn West Volunteers will receive the Millburn District 24 Volunteer Guidelines, Handbook, and complete the first Volunteer Orientation Meeting. All Millburn West School Volunteer Coordinators will do the same.**
- **Millburn West will have 3 types of School Volunteer Coordinators available to them:**

**1) In School Volunteer Coordinator: This person helps coordinate anything teachers/staff members would like help with relating to volunteers within their classrooms whether assisting with students or completing clerical work, bulletin boards, etc. This coordinator would also help organize volunteers to perform duties such as copying, die-cutting, laminating, etc.**

**2) Out of School Volunteer Coordinator: This person helps coordinate any projects that teachers/staff members want help with such as cutting, pasting, sorting, etc. that can be done at a volunteer's home at night. A folder system will be set up with an easy form to fill out giving project directions, the date it is needed back at the school, etc. This coordinator will make sure that projects get to volunteers, and returned to school and the staff member by the date requested.**

**3) Field Trip and Presentation Coordinator: This person would be available to meet with teachers/staff members in the spring especially and all other times of the school year to get any necessary information the staff member would need to share regarding the dates of a desired field trip, speaker, in-house presentation, etc. This coordinator would contact the necessary resources, bring the information back to the staff member, and secure the date. This coordinator may be completing these tasks through the summer months if necessary to make sure that field trips, in-house speakers, and presentations are booked when the staff member needs them in the curriculum.**

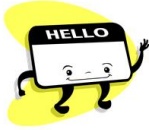
# **Expectations of Volunteers**



## **1. Background Check:**

**All volunteers must consent to a criminal background check, if requested.**

## **2. Signing in and out:**



**Please sign in and out of the building when you volunteer. All volunteers must wear a visitor sticker at all times while in the school building.**

## **3. Sight and Sound Policy:**

**It is the policy of the District that all volunteers shall operate under the direction of a staff member and shall be within the sight and sound of a staff member while working with students. This is for the safety of students, staff and volunteers.**

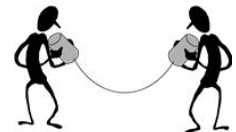


## **4. Purpose:**

**Please remember that the purpose of being at the school is to help the teaching staff and students. Avoid any unnecessary disruptions of the learning day. This includes, but is not limited to, not entering any classroom other than the one for which you are volunteering.**

## **5. Professionalism:**

**Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.**



**Another important aspect of professionalism in volunteering is communication. Please establish a reliable means of communication with the staff member you are assisting. Whether it is email or telephone you should be sure both you and the teacher know how to reach each other and that regular communication is taking place. Lack of communication is a sign of a problem.**



## **6. Dependability and Punctuality:**



**Students, teachers and staff members rely on the services performed by volunteers. We ask that you contact the staff member you are assisting if you are unable to volunteer on your scheduled day. If you are unable to speak with the person directly, contact the school. Please try to arrive a little early.**

## **7. Violations of Protocol:**

**Failure by any volunteer to abide by the requirements set forth in this handbook and as further established by the school or the District may result in revocation of volunteering privileges.**



**Millburn District 24**  
**Volunteer Handbook**  
**Acknowledgement Form**

**Please read this handbook carefully. Sign and return this page.**

**I acknowledge that I have received the Millburn District 24 Volunteer Guidelines and Volunteer Handbook, and that I am responsible for reading, understanding and following the district and school policies and procedures, as well as any other information contained in these documents.**

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

**[Do an electronic acknowledgement]**



# **APPENDIX C**

# **CLASSROOM “SAMPLES” OF VOLUNTEER HANDOUTS**



## **Volunteer Guidelines**

**Thank you so much for volunteering in the classroom. You are now a valued part of our school family. I know your time in our classroom will be very rewarding for you, and it will be a tremendous help to us.**

**Please keep a few things in mind when you are working with the students:**

- **Please sign in at the front office.**
- **Be positive with the students and the work that they do. Maintain realistic standards for their work.**
- **Feel free to help a student. However, we encourage students to do all the work. Students learn by experimenting...so let them do their work if at all possible. Ask them first, "What do you think you should do?"**
- **Remember to keep what happens in the classroom in the room. Please don't discuss the lives or learning of the students you assist with other students or adults. On the other hand, if you have a concern, please bring it to my attention immediately.**
- **Please remember to be on time. If you are unable to come at your scheduled time, please call, email, send a note or try calling another parent to see if he or she can substitute for you. We do depend on you.**
- **Try to stay as professional as possible. Please keep in mind that we are always role models for the students.**
- **Have fun with the students and enjoy yourself!**

## **Mrs. 's General Classroom Volunteer Information**

Thank you for volunteering in the classroom. Here are some general instructions for helping out around the room.

1. **Usually you will be arriving to assist with Literacy Center work in the morning. Please work with your group and monitor the other students. Check to make sure they are on task.**
2. **Guiding Instruction--Please help the students with their activity if they have questions. The students are very capable of completing the projects, so please encourage their completion in a timely manner. Some students may get carried away with talking. Please guide these students back on task.**
3. **Encouraging Academic Responsibility-- After students are finished, they may work on the extra choices at that particular center. Please remind the students to check off the completed center on their contract and clean up their spot. In a few weeks they will know where things are stored, so they should be in charge of putting things away.**
4. **When all students at your assigned center are finished, you:**
  - a. **may need to wipe the table. There is a bottle of cleaning spray, wipes and paper towels in the desk under the overhead projector.**
  - b. **should go to other tables to check the progress of the students. Please guide students back on task or help students as necessary.**
  - c. **can ask students who are finished with the assigned activity, which extra choice(s) they would like to work on next. Extra choices are in the center material bins.**
  - d. **Can distribute the papers from the "Papers to go home" bin (on top of the mailboxes) into the students' mailboxes. There is a sheet on the side of the mailboxes to help you match the name of the students to their corresponding number.**
5. **Extra Duties--On days when the class leaves for a special class, you are welcome to leave with us or stay to look at our work in the hallway. I would love to stay and chat with you all, unfortunately I may have other teacher errands to do around the school. Also, if you are able to stay, please ask me if I have anything else for you to work on (i.e. die cuts, preparing future projects, helping a small group of students, etc.)**
6. **Confidentiality--Please be mindful of the things you repeat (in any means of communication) about what you have seen or heard in the classroom. It could be your child that someone else is discussing.**

*THANK YOU SO MUCH FOR ALL OF YOUR HELP AND SUPPORT! YOUR CHILDREN AND I REALLY APPRECIATE THE PARTNERSHIP BETWEEN SCHOOL AND HOME!*

*-Mrs.*

## **Mrs. \_\_\_\_\_'s General Classroom Volunteer Information**

Thank you for volunteering in the classroom. Here are some general instructions for helping out around the room.

1. **When you arrive, you may put your coat and/or other belongings in the room. Usually you will be arriving to assist with Literacy Center work in the morning. Please work with your group and monitor the other students. Check to make sure they are on task.**
  
2. **Guiding Instruction--Please help the students with their activity if they have questions. Most of the students are very capable of completing the projects, so please encourage their completion in a timely manner. Some students may get carried away with talking. Please guide these students back on task.**
  
3. **Encouraging Academic Responsibility-- After students are finished, they may work on the extra choices at that particular center. Please remind the students to check off the completed center on their contract and clean up their spot. In a few weeks they will know where things are stored, so they should be in charge of putting things away.**
  
4. **When all students at your assigned center are finished:**
  - a. **should go to other tables to check the progress of the students. Please guide students back on task or help students as necessary.**
  - b. **can ask students who are finished with the assigned activity which extra choice(s) they would like to work on next. Extra choices are in the center material bins.**
  
5. **Confidentiality--Please be mindful of the things you repeat (in any means of communication) about what you have seen or heard in the classroom.**

*THANK YOU SO MUCH FOR ALL OF YOUR HELP AND SUPPORT! YOUR CHILDREN AND I REALLY APPRECIATE THE PARTNERSHIP BETWEEN SCHOOL AND HOME!*

*--Mrs.*

## **APPENDIX D**

### **MILLBURN SCHOOL DISTRICT 24 TEAM ROLES:**

**We are all part of a team!**

**SCHOOL PRINCIPALS:** The School Principals have the final authority over what happens in their school with the volunteer program. They are involved in setting guidelines for volunteers working in their school, developing a positive working relationship with volunteers, and encouraging staff members to utilize volunteer help by providing staff in-service opportunities on how to use volunteers. They help conduct an Orientation Meeting for volunteers, and help address volunteer issues that may need to be resolved on an individual basis.

**SUPERINTENDENT:** The Superintendent develops overall guidelines for a consistent District Volunteer Program. He/she may be involved in training volunteers in the Orientation Meeting, and provide staff in-service opportunities on how to effectively use parent volunteers. The Superintendent may help with on-going evaluation of the Millburn District 24 Volunteer Program, and help principals make adjustments as needed.

**OTHER DESIGNATED ADMINISTRATORS/INTERNS:** Other Designated Administrators/Interns will work with the superintendent and principals to provide in-service opportunities for school staff on utilizing parent volunteers. He/she may be involved in assisting with training volunteers in the Orientation Meeting, and evaluating the effectiveness of the Millburn District 24 Volunteer Program.

**CLASSROOM TEACHERS/STAFF MEMBERS:** The classroom teachers/staff members will articulate whether they choose to use volunteers in their classrooms, where they want the volunteers to come from, what they would like the volunteers to do, and how they would like to handle the scheduling of volunteers. They will meet with the volunteers and/or provide a Classroom Handout with any specific information they would like the volunteers to be aware of (e.g. What tasks they would like the volunteer to do, Classroom Expectations, etc.). Classroom teachers/staff members will participate in in-service opportunities relating to the use of volunteers.

**VOLUNTEERS:** The Volunteers will donate time to help students, teachers and staff. They will work under the direction of the principal, classroom teacher/staff members, school volunteer coordinators, and possibly classroom volunteer coordinator. They will follow the Millburn District 24 Volunteer Program Guidelines, and Volunteer Handbook accordingly, attend the Orientation Meeting, and complete the activities the classroom teacher/staff member wants him/her to do.

**SCHOOL VOLUNTEER COORDINATORS:** The School Volunteer Coordinator(s) work with the principal, and teaching staff to support school and student needs with volunteer help. They survey teachers/staff members and volunteers. They recruit, place volunteers, manage the overall pool of volunteers, set up schedules, match and assist staff members with their volunteer needs with qualified volunteers (all this depending upon the choice of staff members). In some instances, the school volunteer coordinator may be organizing classroom volunteer coordinators. The School Volunteer Coordinator reports to the administration of the school buildings.

**CLASSROOM VOLUNTEER COORDINATOR:** If Staff Members choose this option, there may be a Classroom Volunteer Coordinator who manages the volunteer pool for a specific teacher/staff member. The Classroom Volunteer Coordinator could set up the schedule for that particular staff member, match the staff member's needs with the qualified volunteers, or complete any other tasks the classroom teacher/staff member would like. The Classroom Volunteer Coordinator reports to the classroom teacher/staff member choosing this option.

**PTO:** The role of the school PTO is to enhance the relationship between home and school, to maintain the working rapport that exists between parents and school staff, to supplement the needs of the school with funds in order to provide the best educational experience for the children of the school.

**EDUCATIONAL FOUNDATION:** Millburn District 24 Education Foundation is a non-profit 501(C)(3) Organization. Its mission is to enrich the learning experience by enhancing the district's resources through community involvement.

**STUDENTS:** The students put forth their best effort to learn from Millburn 24 District Staff and Volunteers. They will demonstrate respect for both staff and volunteers.

