



Middle School

Volunteer Handbook 2014-15

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Welcome:

All volunteer activities at Charlotte Middle School are organized and managed by the Parents Teacher Organization and/or teachers. Other volunteers, including grandparents, staff and friends are also welcome.

Charlotte Middle School offers a volunteer program that has the flexibility to include the time and talents of a diverse parent body and others. Volunteers can give generously of their time to support the school's programs, set a positive role model for our children and enhance the image of the school. Volunteers work in a variety of ways, from helping out in the classroom and on trips to coaching, organizing activities and planning the school's fundraising events.

The financial value of all of the work that is done by volunteers is impossible to calculate, but the quality of education at Charlotte Middle School for every student is raised because of their gifts of time and talent. Our volunteers are invaluable in connecting with students in a way that truly makes a difference. I congratulate you for your efforts and thank you for your service to our students and our community.

Wayne Brown
Principal

Charlotte Public Schools Board Policy

4120.09 - VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.

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The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Revised 4/10

Opportunities

Tutoring

Hours – Afterschool by appointment

Contact Person: Wayne Brown

Tutors work with students in various subject areas to help them understand their course standards. Tutoring will take place in Homework Café, in after school Tutoring, or by appointment with the student. Tutors should feel comfortable in the subject areas in which they are volunteering. Materials (books, paper, calculators, etc.) are available as needed.

Band Program

Hours – TBD

Contact Person: Stacie Detgen

Band volunteers work with the band director to determine areas of need. These may include, but are not limited to, office work, working with individual students or small groups, program promotion, or helping at specific events.

Choir Program

Hours – TBD

Contact Person: Bethany Zuech, Choir Director

Choir volunteers work with the band director to determine areas of need. These may include, but are not limited to, office work, working with individual students or small groups, program promotion, or helping at specific events.

School Improvement Team

Hours – 5:30-7:00 4th Wednesday of the month

Contact Person: Wayne Brown

Contact Phone: (517)-541-5701

Club Support

Hours – After School

Contact Person: Wayne Brown

Throughout the year, there are a variety of volunteer opportunities outside of those listed above. These are posted on the school's website (www.charlottenet.org) under the Volunteer Opportunities tab under the Middle School tab.

Working with Students

Working with middle school students can present unique challenges, especially for people who do not work with them on a regular basis. Therefore, we have put together ten helpful hints to ensure that your experience is a successful and rewarding one for you and the kids. Remember, you are making a difference for these students by just being here!

1. Introduce yourself and tell the students why you are there. Learn the students' names, and use them frequently. Knowing their names lets them know you value and care about them.
2. Learn about the students with whom you are working, and relate your experiences to theirs, even if it is difficult. Students appreciate it when people take an interest in who they are.
3. Give frequent encouragement and stay positive.
4. Don't be afraid to make mistakes; it happens. Use them as learning experiences.

5. Listen to what the students have to say, but make sure to keep on task as well.
6. Give students time to work through problems and solutions. Don't get impatient, and don't rush.
7. There is a difference between being a mentor or tutor and being a friend. Build a positive relationship with the students, but don't feel like you have to be "cool" or their buddy. Students have friends; they need role models, mentors, and tutors.
8. Don't worry if you don't see results right away; it has taken students years to build their habits and attitudes, so you probably will not make a huge impact in one session. Keep plugging away; the fact that you don't give up may make all of the difference in the world for certain kids.
9. It is okay if you do not have all of the answers; students will respect you more if you admit you don't know and then come back the next day with an answer than they will if you try to bluff your way through. Kids are smart; they will see right through it.
10. Have fun! You will probably learn as much from the kids as they learn from you.

These are definitely not all of the answers, but they will get you started. You will learn as you go, and very quickly find out what works best for you and the students with whom you are working. Good luck!

Procedure

1. An application with a completed background check must be on file in central office before a person may begin volunteering. Charlotte Public Schools reserves the right to deny a person the ability to volunteer or to re-check criminal history as it deems necessary.
2. Volunteers are required to read this handbook, comply with all requirements spelled out herein, and sign the attached form acknowledging the receipt and understanding of the volunteer policies.
3. Volunteers are issued an ID when accepted into the program. The ID must be worn during all volunteer activities.
4. Volunteers must check in at the main office before and after all volunteer activities, unless the main office is closed. Office hours are from 7:20 am to 3:00 pm Monday through Friday.
5. If any of the information provided in the volunteer application changes, volunteers must notify the main office.
6. Volunteers are role models for students, and should conduct themselves as such.
7. Volunteers should dress appropriately for their role; business casual is acceptable.
8. Discipline is the responsibility of school personnel. Under no circumstance should a volunteer attempt to discipline a student. If a problem occurs, volunteers should notify the contact person for the activity immediately.
9. Cell phones should only be used in emergency situations. Volunteers should focus on the students during the volunteer time.

10. Volunteers should not be asked to supervise students without a staff member present. If this occurs, volunteers should remind the staff member of this policy or contact the main office.
11. Students not registered in the school should not be brought to volunteer assignments. The school cannot guarantee their safety, and they may create a distraction from the volunteer's duties.
12. Absences should be reported to the contact person for the activity; students rely on volunteers to be present and dependable.
13. Emergencies involving students should immediately be reported to the main office. If the main office is closed, they should be reported to the contact person. It is not the volunteer's responsibility to provide medical attention.
14. Help is always available; just ask! No question or issue is too small.
15. Volunteers should not engage in the promotion of religious beliefs.
16. Student confidentiality is essential. Any information about a student's academics, behavior, attendance, or school related incidence should not be shared outside of school. Concerns should be shared with the contact person or the main office.
17. Schools personnel are mandatory reporters of suspected child abuse or neglect. If a volunteer suspects abuse or neglect, the issue should be reported to the main office immediately. If the office is closed, volunteers should report it to the contact person. Volunteers may be asked to provide additional information to authorities, depending on the situation.
18. If a student says that he/she is going to harm him/herself, it needs to be reported to the main office immediately. If the office is closed, volunteers should report it to the contact person.
19. Volunteers should stay in sight of school personnel while working with students, and ensure that they stay in open and visible areas. Under no circumstances should a volunteer drive a student in his/her car or have individual contact outside of school. Physical contact with a student should not extend beyond handshakes or hands on shoulders. This prevents volunteers and students from finding themselves in situations in which actions can be misconstrued.
20. Volunteers are subject to CPS board policy and all that it contains.

Questions or concerns about these policies should be directed to Mr. Brown, Middle School Principal.

Release

I have offered my services as a volunteer to help the School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: *aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection*

Volunteer

District Witness

Date

Application

Name _____
First *MI* *Last*

Address _____
Street *City* *State* *Zip*

Home Phone:(____)_____ Work Phone:(____)_____ Date of Birth:___/___/___

Email:_____

Volunteer Activity Preference (Please Check those that apply)

- Tutoring*
- Mentoring and Motivation*
- Career Guidance*
- Band Program*
- Choir Program*
- Community School Improvement Team*
- School Pride*
- Other*_____

Hours of Availability_____

Checklist

I have

- ✓ Completed an application packet
- ✓ Been notified of approval
- ✓ Met with the middle school principal
- ✓ Read the volunteer handbook and returned the signature page
- ✓ Been assigned a volunteer task
- ✓ Made contact with the person associated with the task

I know

- ✓ Where to park
- ✓ Where to check in
- ✓ Where to get my ID
- ✓ Where to find calendar and contact information
- ✓ The school discipline policy
- ✓ Fire and tornado procedures
- ✓ Lock down procedures
- ✓ How to access the materials that I need
- ✓ All policies and procedures listed in this handbook

SIGNATURE PAGE

I hereby certify that I have read and understand all of the policies, procedures, and expectations set forth in this handbook, and that I will follow them as I act as a volunteer at Charlotte Middle School.

Signed_____

Printed Name_____

Date_____