

# OGLE ELEMENTARY VOLUNTEER HANDBOOK



2018-2019

Dear School Volunteer,

Thank you for joining the Ogle Elementary and partnering in the education of our children by volunteering in our school. We welcome you and appreciate your help! This handbook is designed to provide you with information and guidelines to help you perform your volunteer services as effectively as possible.

Getting involved at Ogle is as easy as 1, 2, 3! Here is what you need to do:

1. Complete the required Frisco ISD Background Check at [volunteer.friscoisd.org](http://volunteer.friscoisd.org). This must be completed yearly for each school where you plan to volunteer.
2. Read this Volunteer Handbook. Please feel free to contact Nicole Davern at [oglepta@gmail.com](mailto:oglepta@gmail.com) if you have any questions.
3. Complete the Volunteer Form/Statement of Commitment on the last page and return it to your child's teacher or the Ogle Elementary office. Nicole Davern will post on the 'Ogle Elementary Families' facebook page and/or email volunteer opportunities as they arrive. Please add [oglepta@gmail.com](mailto:oglepta@gmail.com) to your address book to make sure you receive the volunteer e-mails. You may also go to the school work room when you have time to volunteer. Look in the work cabinets to see if there is work to be completed.

The teachers, administrators, and students are extremely grateful for your willingness to assist our school. Thank you for sharing your time and talents with us. We hope that you find your volunteer experience both meaningful and rewarding.

If you have questions or concerns, please feel free to contact me.

Sincerely,

Nicole Davern

Ogle Volunteer Coordinator

[Oglepta@gmail.com](mailto:Oglepta@gmail.com)

## **Introduction**

Volunteers have an important and valuable role at Ogle Elementary, whether volunteering for the school or for the PTA. It doesn't matter if you volunteer for one hour or one hundred hours over the course of the school year; any help you give is essential to enhancing the education of our students. Some volunteers may assist the teachers with instructional or clerical tasks. Others may help shelve books in the library, serve as a Watch Dog, or work with the PTA at the book fair or other fundraisers. Besides supporting the school, your volunteer efforts teach our children the obligation we all have to give some of our precious time to worthwhile causes. We hope you find your volunteer experience to be a rewarding one.

To get the most from your volunteer experience, it is important to be informed. This handbook contains important information about your work at Ogle Elementary; please take time to read it thoroughly. Additional information may be found in the Elementary Student Handbook.

## **How to be a Successful Volunteer**

No matter what kind of volunteer work you do, or who you do it for, there are some common qualities that will help you be successful volunteer at Ogle Elementary.

- Have an interest in our students and believe that each child can learn and succeed
- Accept children of all ages, abilities, backgrounds, and personalities
- Encourage children to do their best and offer genuine praise
- Be friendly—learn students' names and be a good listener
- Support the staff
- Be respectful of the teachers
- Do not publicly question or criticize the teacher or the methods used
- Ensure that your interpretation of rules and expectations matches that of the school or classroom
- Involve appropriate school personnel when students disobey school or classroom rules; don't take corrective measures into your own hands
- Be committed and dependable
- Make sure you have the time to serve
- Be prompt and reliable; people are counting on you to be there!
- Set an example for the students by dressing appropriately and demonstrating good citizenship
- Let people know if schedule changes prevent you from keeping a commitment
- Maintain confidentiality
- Ensure that children's work and behavior are held in confidence
- Discuss matters relating to a student's behavior and performance only with appropriate school staff members

## **Attendance/Absences**

If you are unable to volunteer at your assigned time, please arrange for a substitute volunteer, email the staff member with which you are scheduled to work, or contact the volunteer coordinator.

## **Confidential Information**

Information learned about students while volunteering is considered confidential and is not to be shared. Volunteers who have a concern about a student should talk with the Teacher, Principal, Assistant Principal, or Counselor.

## **Relationships with Teachers and children**

- Volunteer time is valuable and very much appreciated! Be sure the teacher knows in advance when you are coming, so that he/she can plan ahead and be prepared with the necessary materials and supplies.
- Save private conversations with the teacher/ child for times when students are not present. **Do not interrupt classrooms when teachers are teaching.** It is easy to lose the momentum of an activity when students are distracted or forced to wait while adults carry on conversations.
- Please do not use your volunteer time to speak to your child's teachers or other staff members about your child. Schedule an appointment with your child's teachers or school staff to address any questions or concerns related to your child.
- Leave discipline matters to the teacher. The teacher is responsible for maintaining classroom order, even when other adults are working with students in the room. If you have a discipline problem with a student that cannot be resolved by gently prompting or few positive words, speak with the teacher.
- Respect the confidentiality of all information and activities related to school staff, faculty, students, and their families. Stay enthusiastic and positive!

## **Sign-In / Sign-Out Procedures**

All volunteers must stop and sign in/out in the front office and wear a badge/sticker. A valid drivers' license must be scanned on the initial visit to the school. Volunteers are expected to go only to the areas where their volunteer job is to be performed. This is to minimize disruption and enhance safety. If you need to go into an area other than where your volunteer job is performed, please let the office know.

**Identification badges/stickers provided by the office must be worn at all times in a visible location.** Enter and exit through the front doors only.

## **Cell Phones**

Please put cell phones on vibrate or silent while volunteering. Any calls that must be taken should be done in a way that is not disruptive to students or staff.

## **Workroom Procedures**

- The workroom is located to the left of the main office. It is right past the nurse and speech offices.
- The workroom cabinets will be labeled with grade levels. The top cabinets are for work that needs to be completed. The bottom cabinets are for finished work.
- Teachers will leave all materials needed to complete a job in the area assigned to her grade level.
- There is a basket on the counter for work needed by the Specials teachers.
- Specific instructions will be provided with each job. These instructions should include the teacher name, directions for the project and the date the project needs to be completed by. The instructions will also indicate whether it is okay for the job to be taken home to be completed.
- If you take home a project, make sure you fill out the Take Home Projects Sign Out/Sign In Sheet. This is important so that teachers know where their projects are at all times. Make sure that you return the project as quickly as possible and before the needed completion date.
- If you begin a project but are unable to finish it, please attach a note to the work explaining in detail what is done and what still needs to be done. Then place the work with the note back in the top cabinet with any other work that needs to be completed. Do NOT leave partially finished work out on the counters. Do NOT put unfinished work in the lower cabinets.
- Scissors, staplers, and paper cutters are available for use by volunteers in the workroom. Baggies and paperclips should be provided by the teacher.
- Finished work should be placed in the lower cabinet labeled with the appropriate grade. Teachers will pick up completed projects from the workroom.
- Volunteers must be trained before using the book binding machine and laminator. This is a simple procedure and training only takes a few minutes.

## **Communicate**

- Ask if you are unsure about how equipment works or how a job is supposed to get done-there are no dumb questions!
- When in doubt, take a moment and ask.
- Provide feedback to the appropriate person about volunteer experiences.

## **Equipment Usage**

Please use school equipment for school purposes only. If a staff member needs to use equipment that you are using, please kindly step aside and allow them to go ahead of you.

### **Emergency or Fire Drills**

Please observe all emergency or fire drills while volunteering. If you are present during a fire drill, you must evacuate the building. Once outside, report to an office staff member.

### **Dress Code for Volunteers and Adult Visitors**

Elementary-aged students are very impressionable, especially those nearing adolescence. It is important for all adults in the school setting to serve as positive role models by following school rules including the dress code.

Volunteers must meet the standards of the school dress code as follows:

1. Shorts, dresses, or skirts must be loose fitting and approximately fingertip length including tennis skirts, and/or workout clothes.
2. Inappropriate or revealing clothing will not be permitted:  
No spaghetti strap tops, halter tops, bare midriffs (shirts ending above the waistline), tube tops or see-through clothing.
3. Clothing with offensive pictures or slogans will not be allowed including clothing with liquor or tobacco advertising.
4. Shoes must be worn at all times.

### **Young Children**

We appreciate that our parents with younger children want to help out at our school. We know this is not always easy and appreciate the extra effort that these parents are making. While young children are allowed to accompany their parent to volunteer at the school, the volunteer they accompany should remain in areas that are not going to cause distraction for students and staff. Parents must be aware of and keep children away from the hazards in the area in which they volunteer. Examples include, but are not limited to, sharp paper cutters and heated laminators in the workroom. Please make sure that young children do not touch the copier or other equipment that may be accidentally harmed. There are coloring books and coloring supplies in the workroom in a labeled drawer that younger children can use while you are working in the workroom. If you are volunteering outside of the workroom, please ask if it is okay to bring a younger child. Younger siblings are allowed to attend classroom parties, but remember that there might only be enough food or drinks for students enrolled in the class.

Thank you

## Statement of Commitment

As a volunteer at Ogle Elementary, I agree to:

- Respect all guidelines outlined in the Ogle Elementary Volunteer Handbook as well as FUSD policies and regulations applicable to my position as a volunteer.
- Set an example for the students by following the dress code and school rules.
- Honor the commitment to work as scheduled. If I must be absent from a scheduled commitment I will notify the teacher, staff member, or PTA representative.

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Volunteer Signature

Date

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Child's Name

Teacher

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Child's Name

Teacher

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Child's Name

Teacher

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Child's Name

Teacher

Before volunteering, please sign the statement of commitment and return it to your child's teacher or the school office