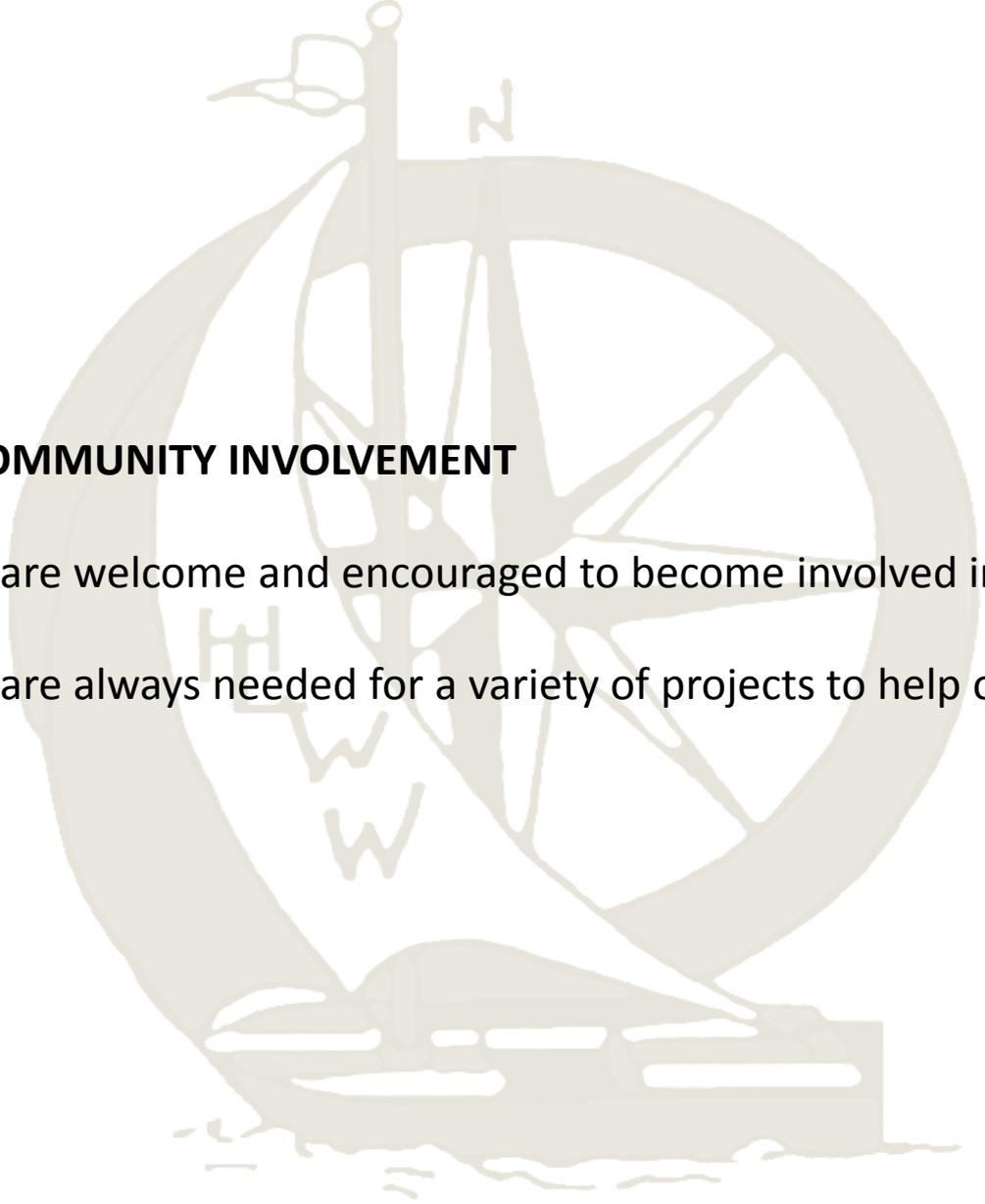




HOWARD LAKE – WAVERLY – WINSTED

Parent Volunteer Training

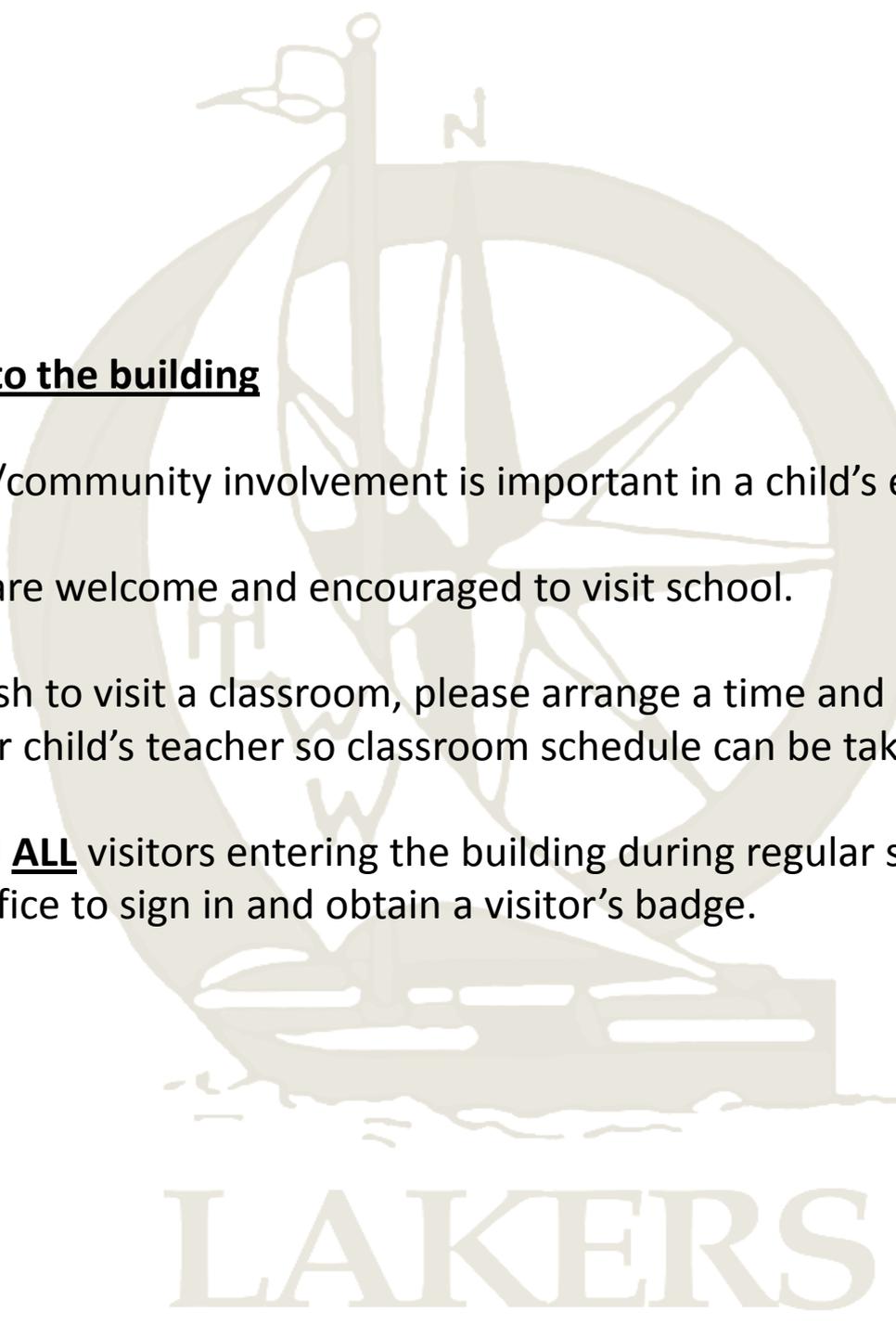
The logo is a light beige watermark. It features a large compass rose with a central needle pointing towards the top. The letters 'N', 'E', 'S', and 'W' are positioned at the cardinal directions. Below the compass rose is a silhouette of a boat with a cabin and a mast. The word 'LAKERS' is written in a large, serif font at the bottom of the logo.

PARENT/COMMUNITY INVOLVEMENT

Volunteers are welcome and encouraged to become involved in our schools.

Volunteers are always needed for a variety of projects to help our schools.

LAKERS



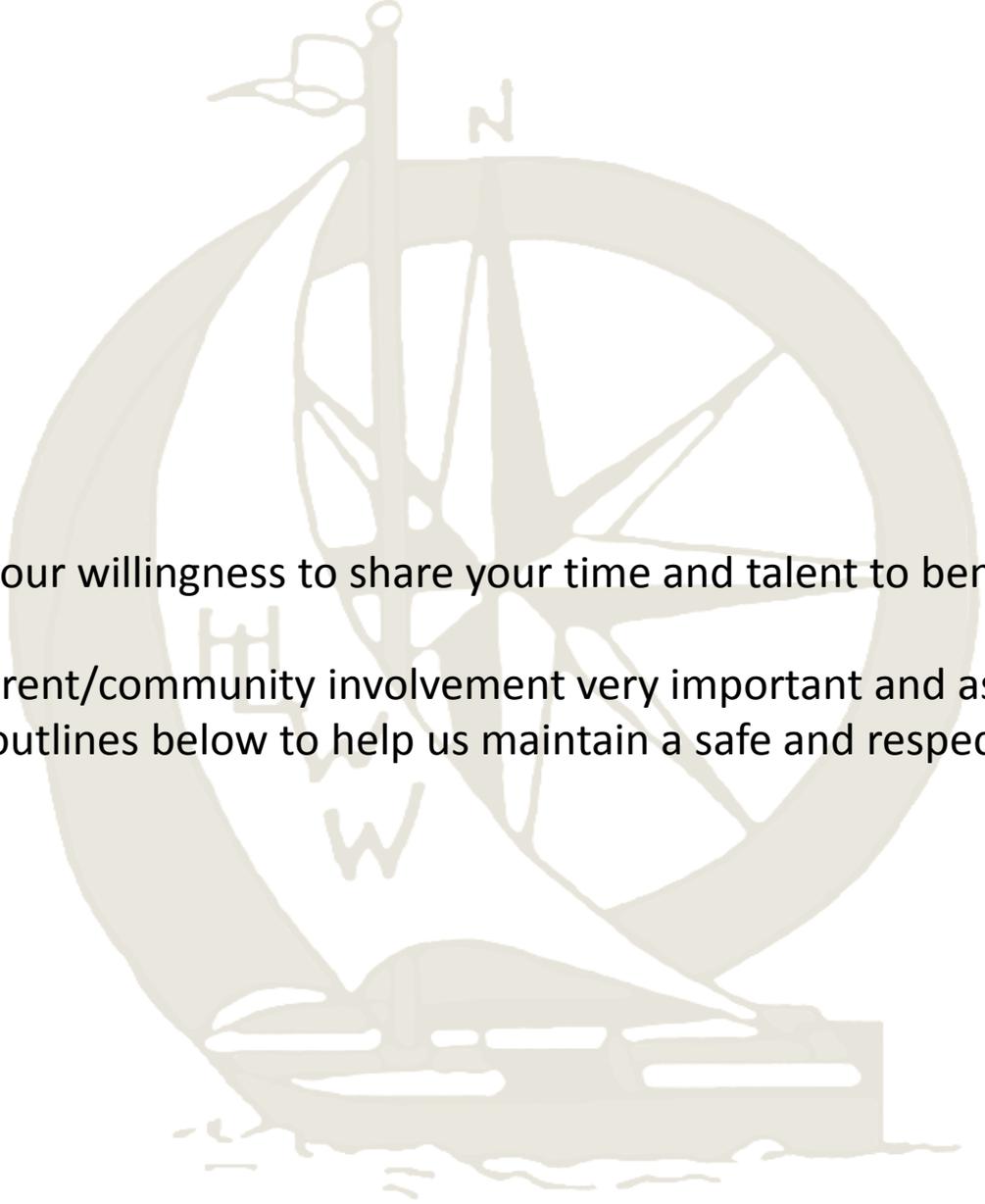
Visitors to the building

Parental/community involvement is important in a child's education.

Parents are welcome and encouraged to visit school.

If you wish to visit a classroom, please arrange a time and a date in advance with your child's teacher so classroom schedule can be taken into account.

We need **ALL** visitors entering the building during regular school hours to report to the office to sign in and obtain a visitor's badge.

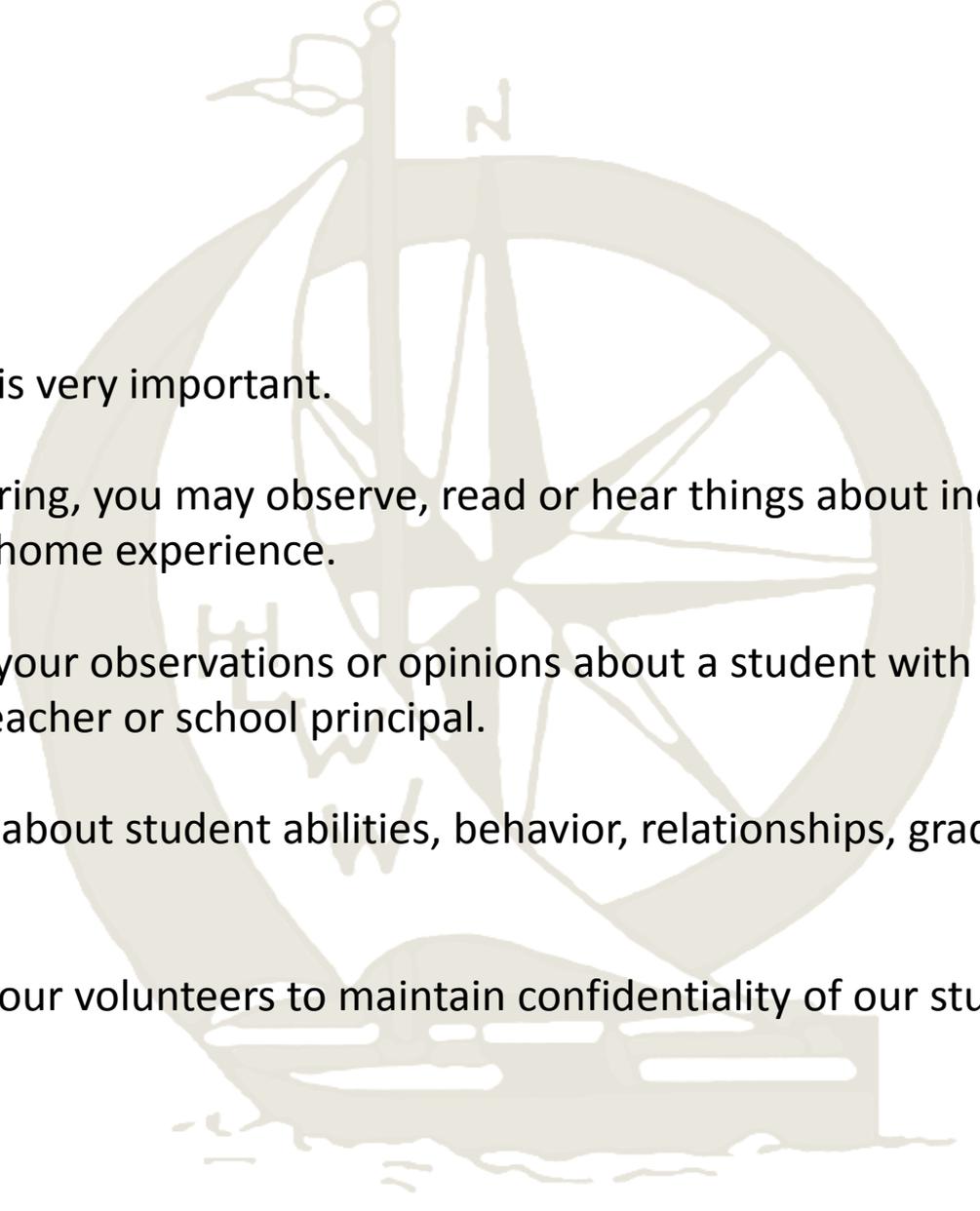


Volunteers

Thank you for your willingness to share your time and talent to benefit our schools.

We consider parent/community involvement very important and ask that you follow the guidelines outlines below to help us maintain a safe and respectful environment for all.

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Confidentiality

Confidentiality is very important.

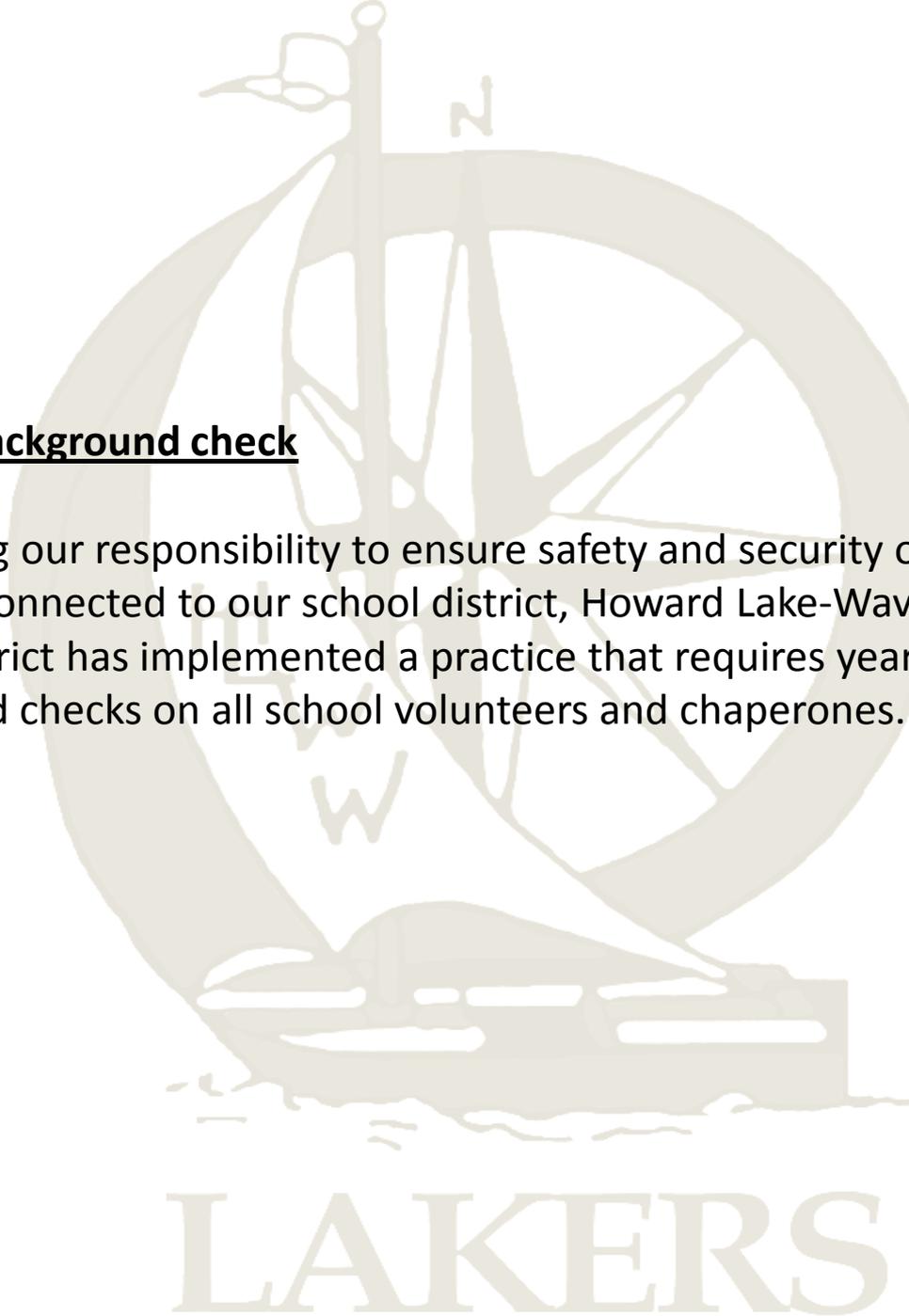
While volunteering, you may observe, read or hear things about individual students and their school or home experience.

Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal.

All information about student abilities, behavior, relationships, grade or background is confidential.

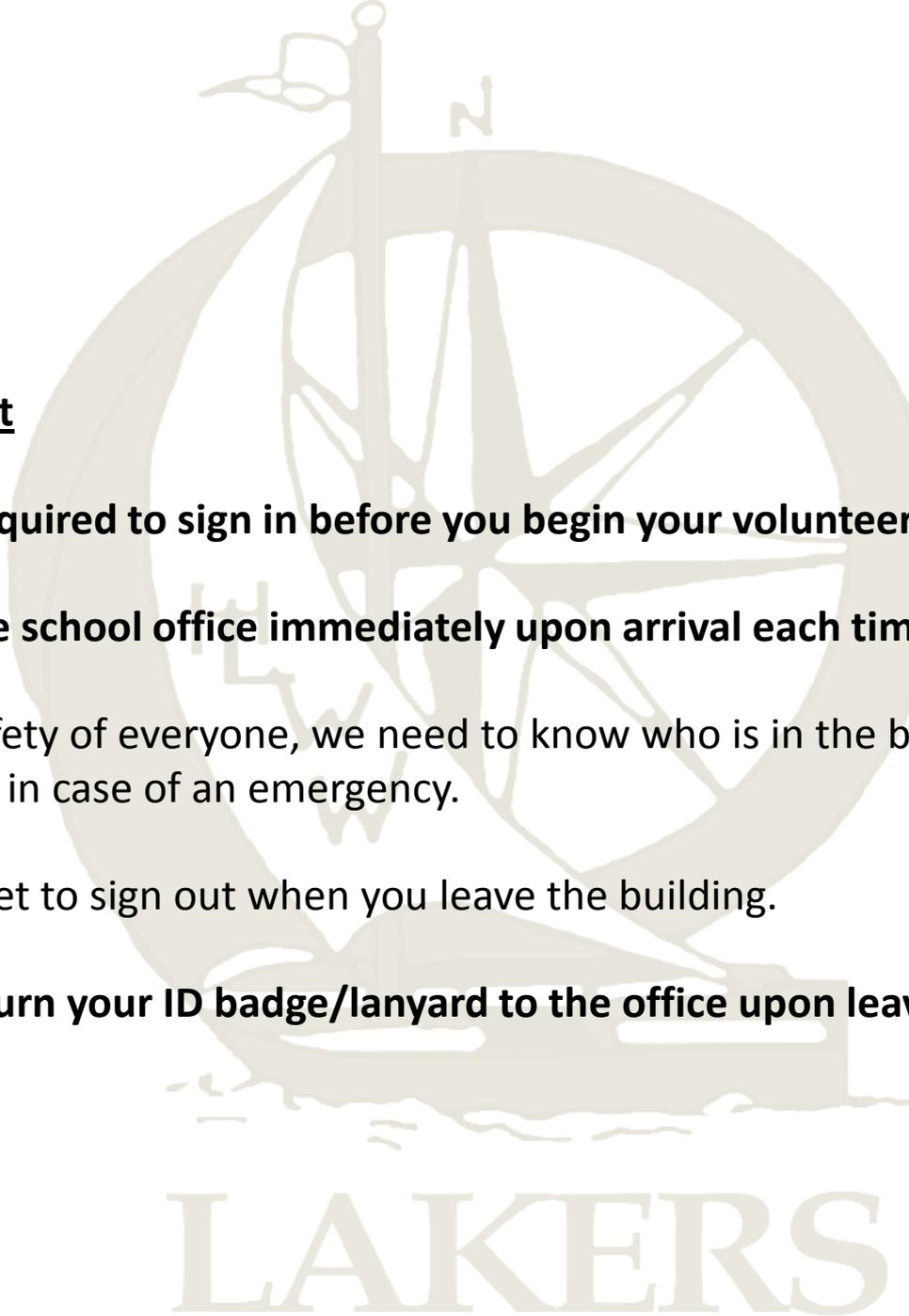
We depend on our volunteers to maintain confidentiality of our students, staff and volunteers.

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Criminal background check

Recognizing our responsibility to ensure safety and security of our students by everyone connected to our school district, Howard Lake-Waverly- Winsted School District has implemented a practice that requires yearly criminal background checks on all school volunteers and chaperones.



Sign in/out

You are required to sign in before you begin your volunteer activity.

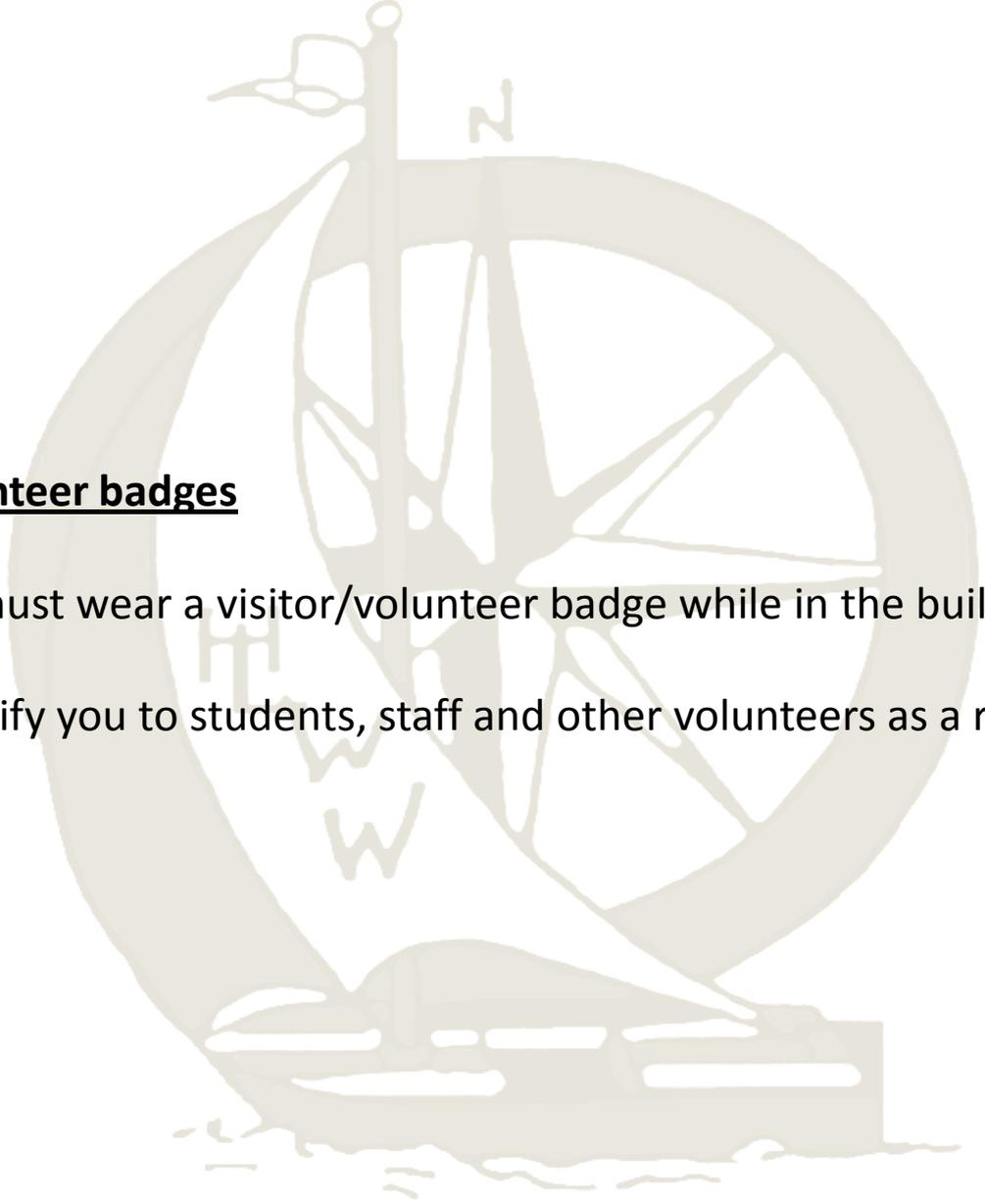
Stop in the school office immediately upon arrival each time you volunteer.

For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency.

Don't forget to sign out when you leave the building.

Please return your ID badge/lanyard to the office upon leaving.

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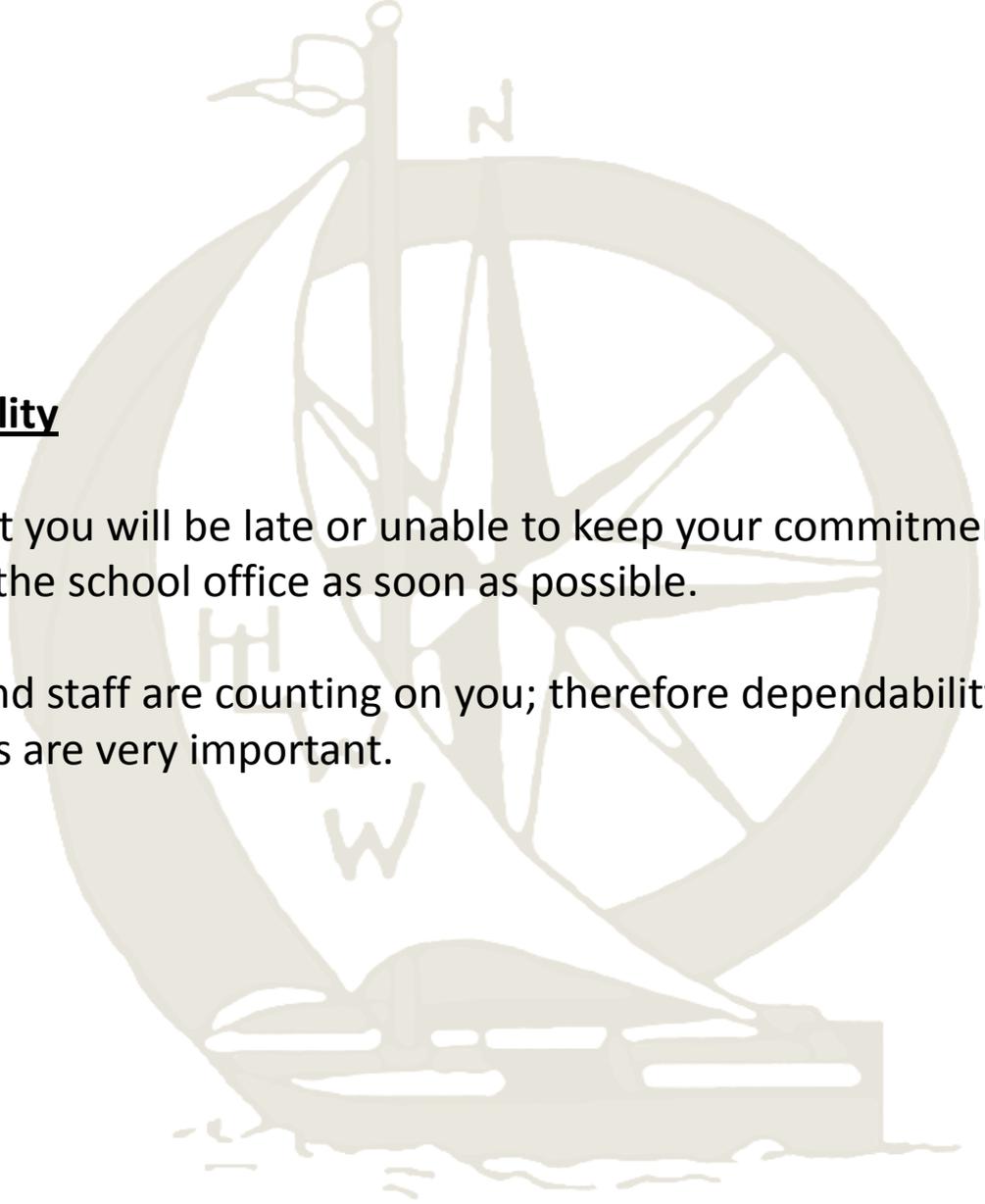
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Visitor/volunteer badges

Volunteers must wear a visitor/volunteer badge while in the building.

Badges identify you to students, staff and other volunteers as a registered volunteer.

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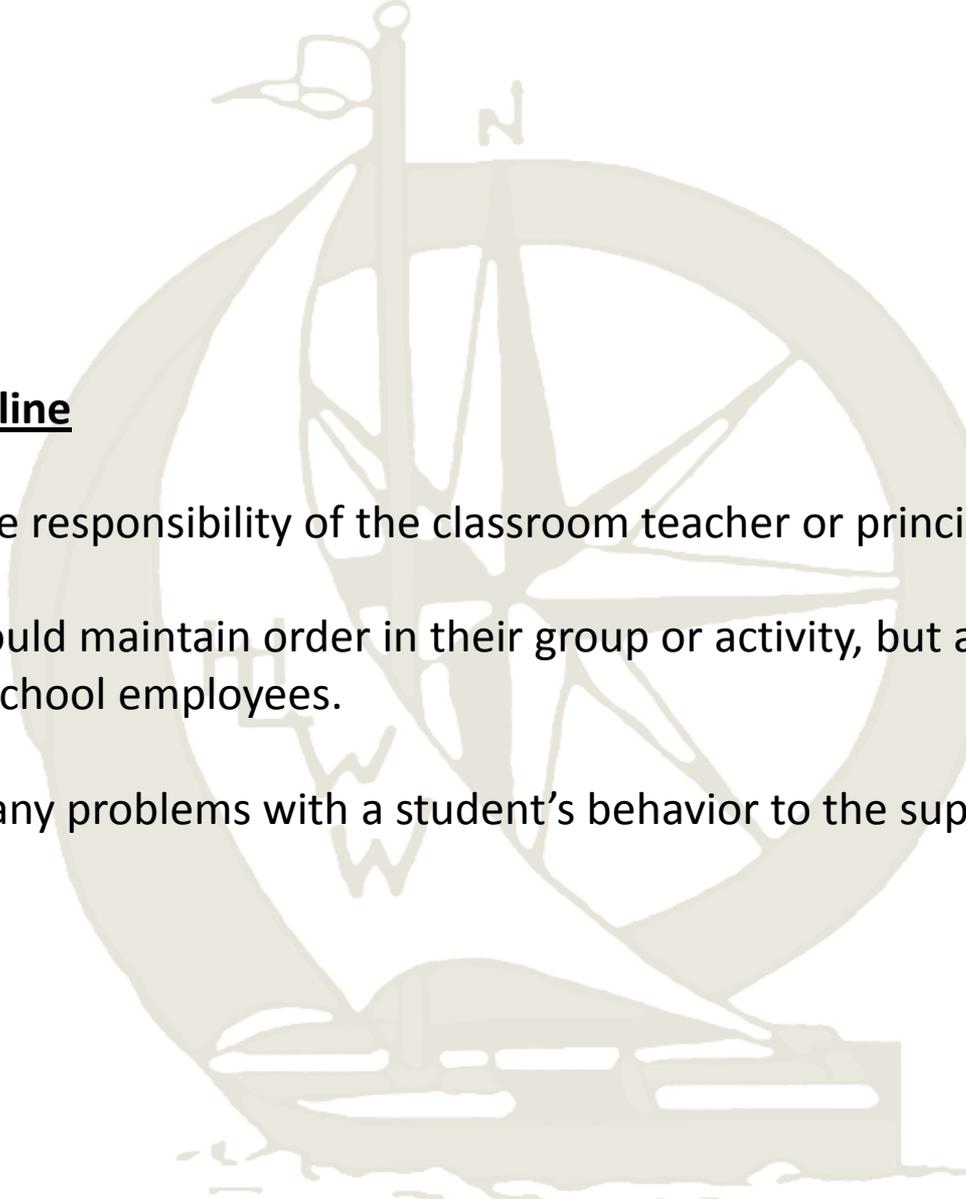
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Dependability

In the event you will be late or unable to keep your commitment to volunteer, please call the school office as soon as possible.

Students and staff are counting on you; therefore dependability and promptness are very important.

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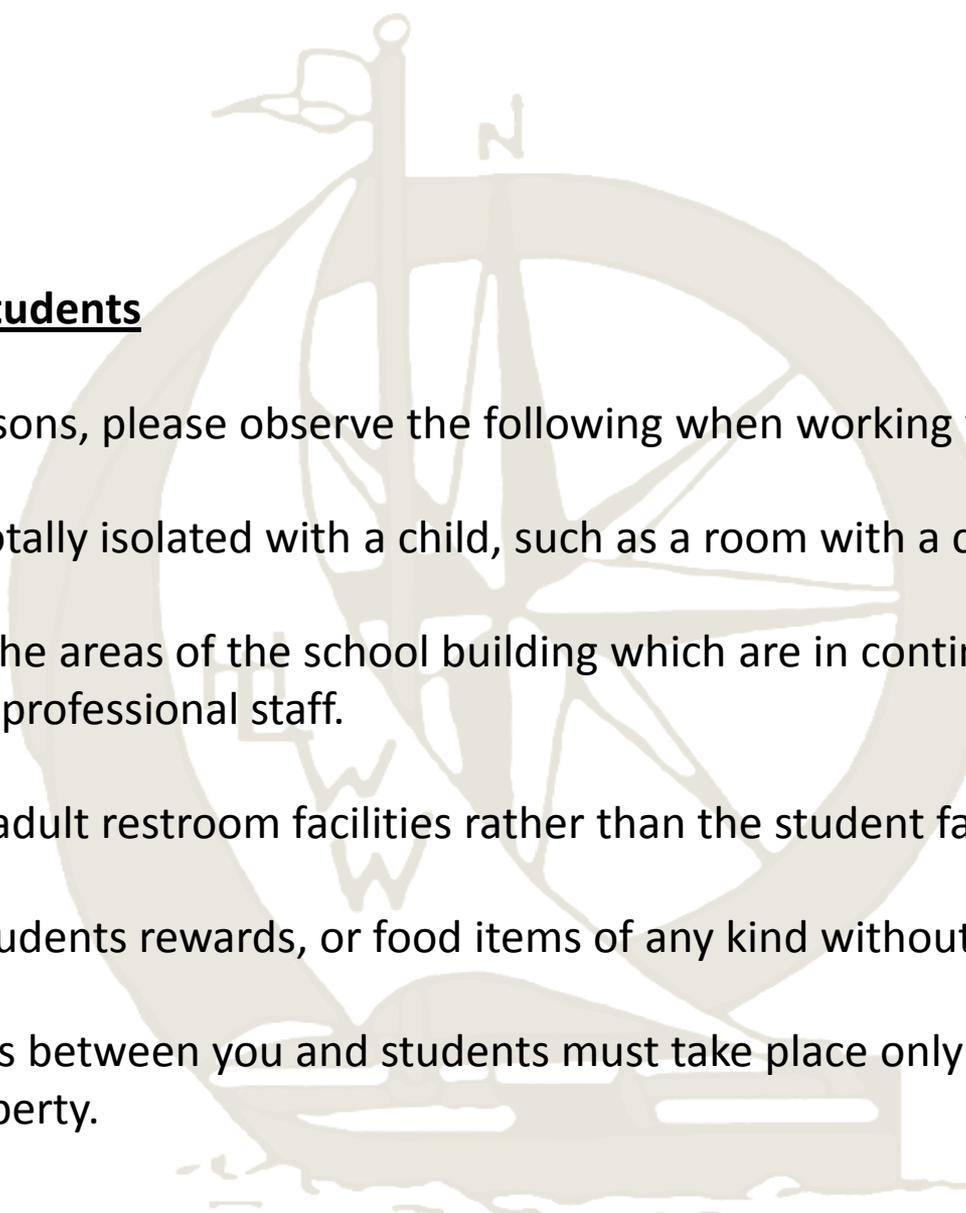
Student discipline

Discipline is the responsibility of the classroom teacher or principal.

Volunteers should maintain order in their group or activity, but all discipline should be left to the school employees.

Please report any problems with a student's behavior to the supervising staff person.

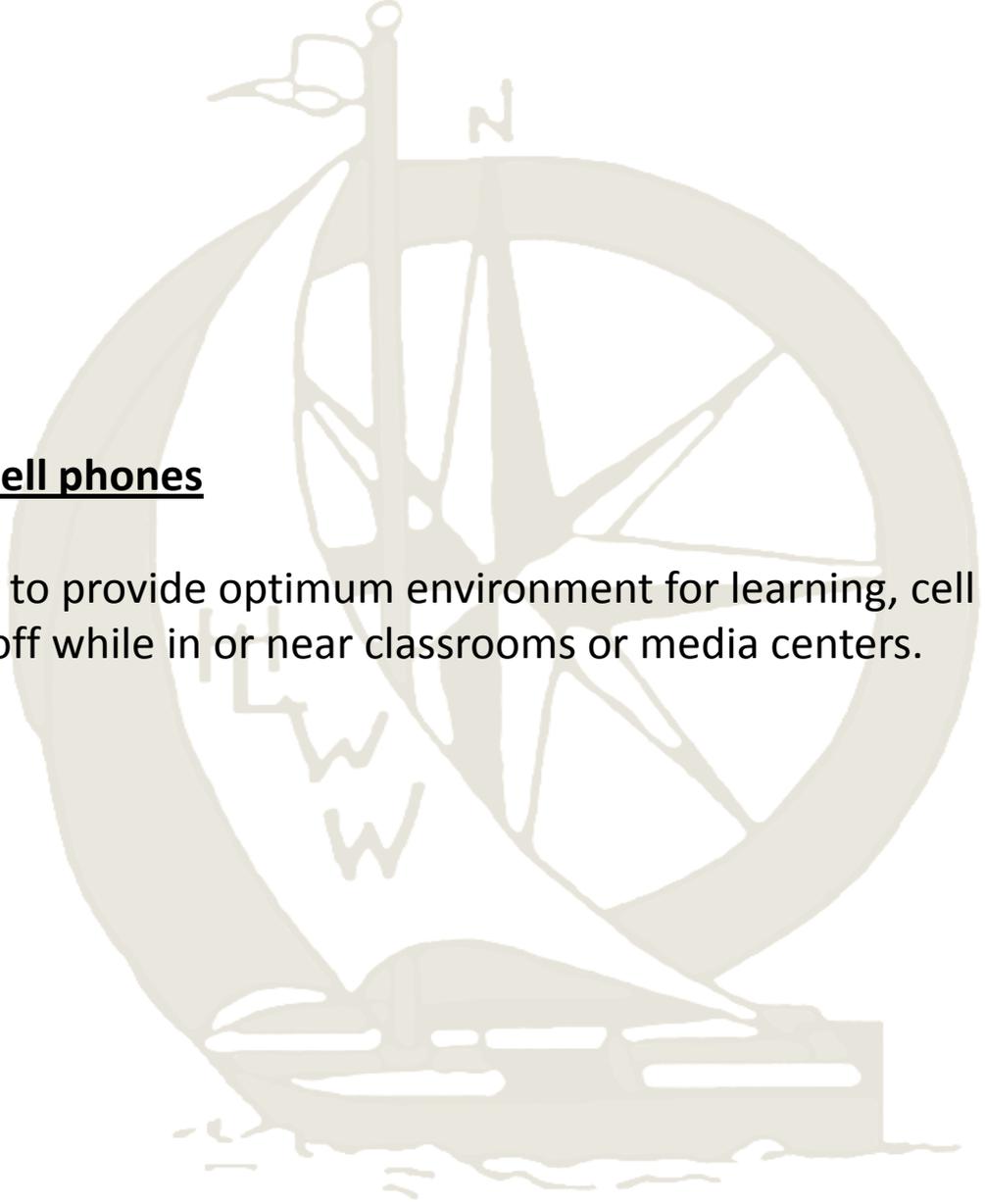
LAKERS



Contact with Students

- For safety reasons, please observe the following when working with students:
- Avoid being totally isolated with a child, such as a room with a closed door.
- Work only in the areas of the school building which are in continual, direct supervision by the district professional staff.
- Use the staff/adult restroom facilities rather than the student facilities.
- Do not give students rewards, or food items of any kind without the teacher's permission.
- All interactions between you and students must take place only at scheduled times and on school property.

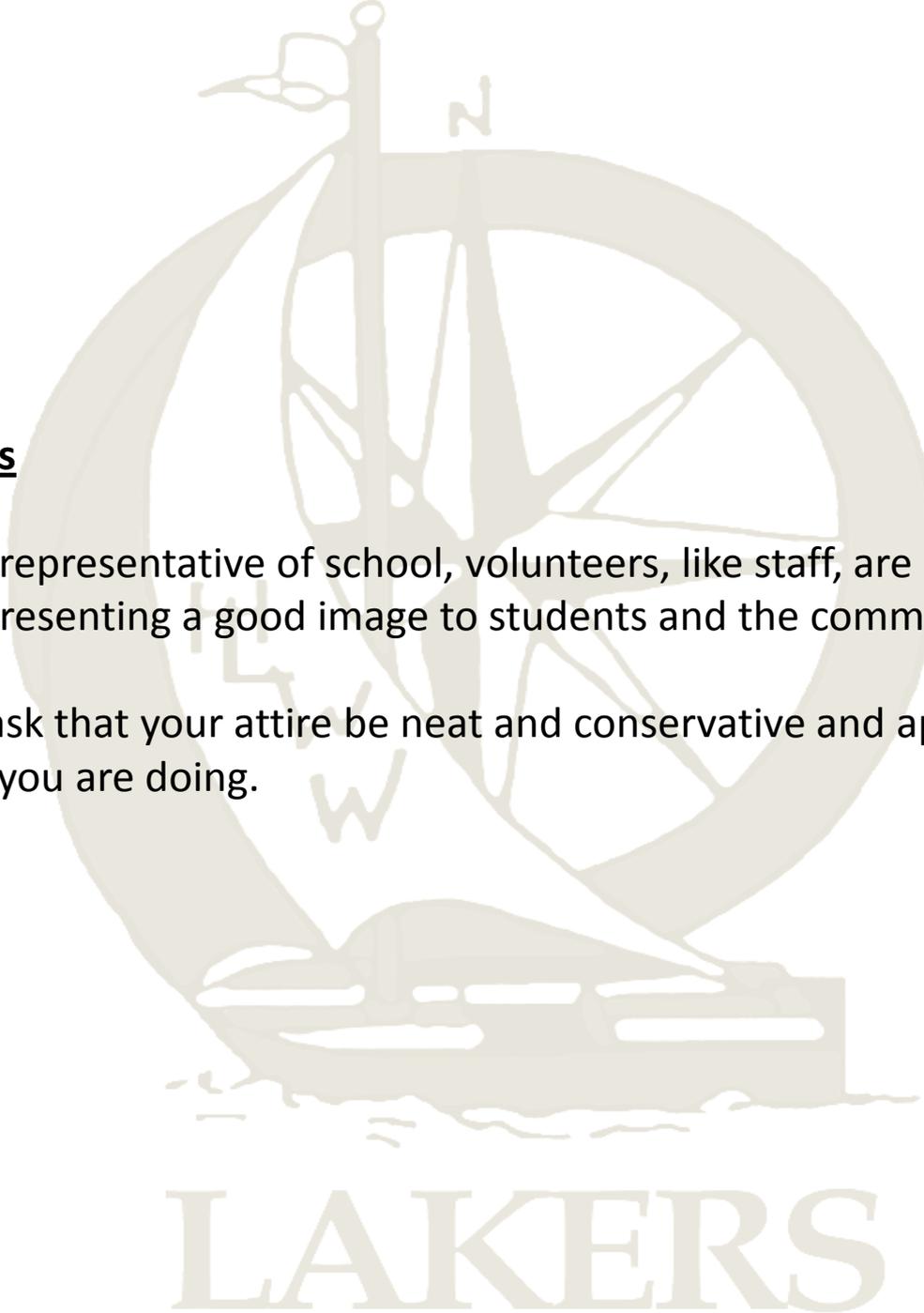
LAKERS

The logo is a light beige watermark. It features a large compass rose with a ship's mast and sail in the center. The letters 'N', 'W', and 'E' are visible on the compass rose. Below the compass rose is a silhouette of a boat on water. At the bottom of the logo, the word 'LAKERS' is written in a large, serif font.

Use of cell phones

In order to provide optimum environment for learning, cell phones must be turned off while in or near classrooms or media centers.

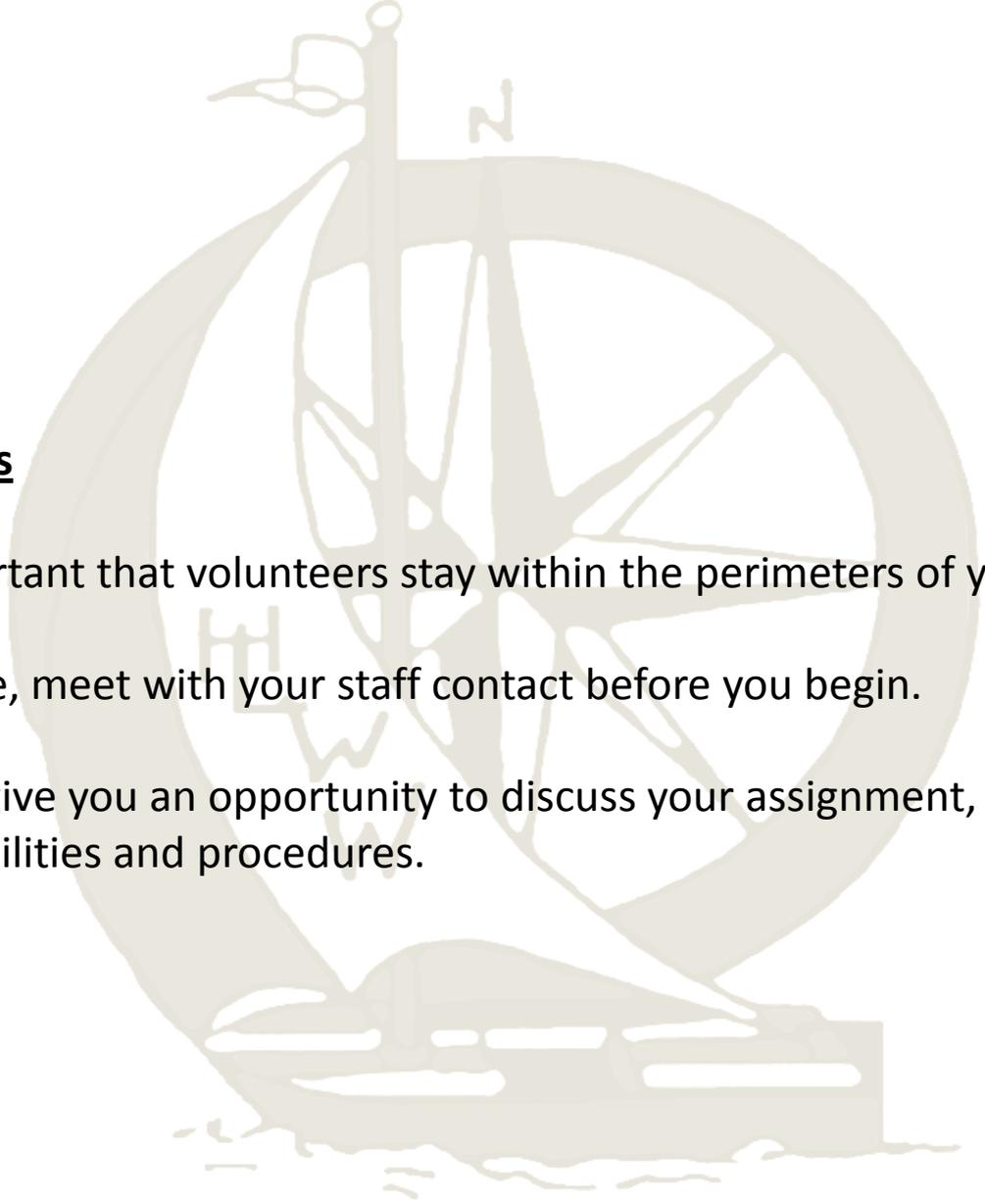
LAKERS



Dress

As a representative of school, volunteers, like staff, are responsible for presenting a good image to students and the community.

We ask that your attire be neat and conservative and appropriate for the task you are doing.

The logo for the Lakers is a light beige watermark in the background. It features a large compass rose with a stylized 'N' at the top. Below the compass rose is a silhouette of a boat on water. At the bottom of the logo, the word 'LAKERS' is written in a large, serif font.

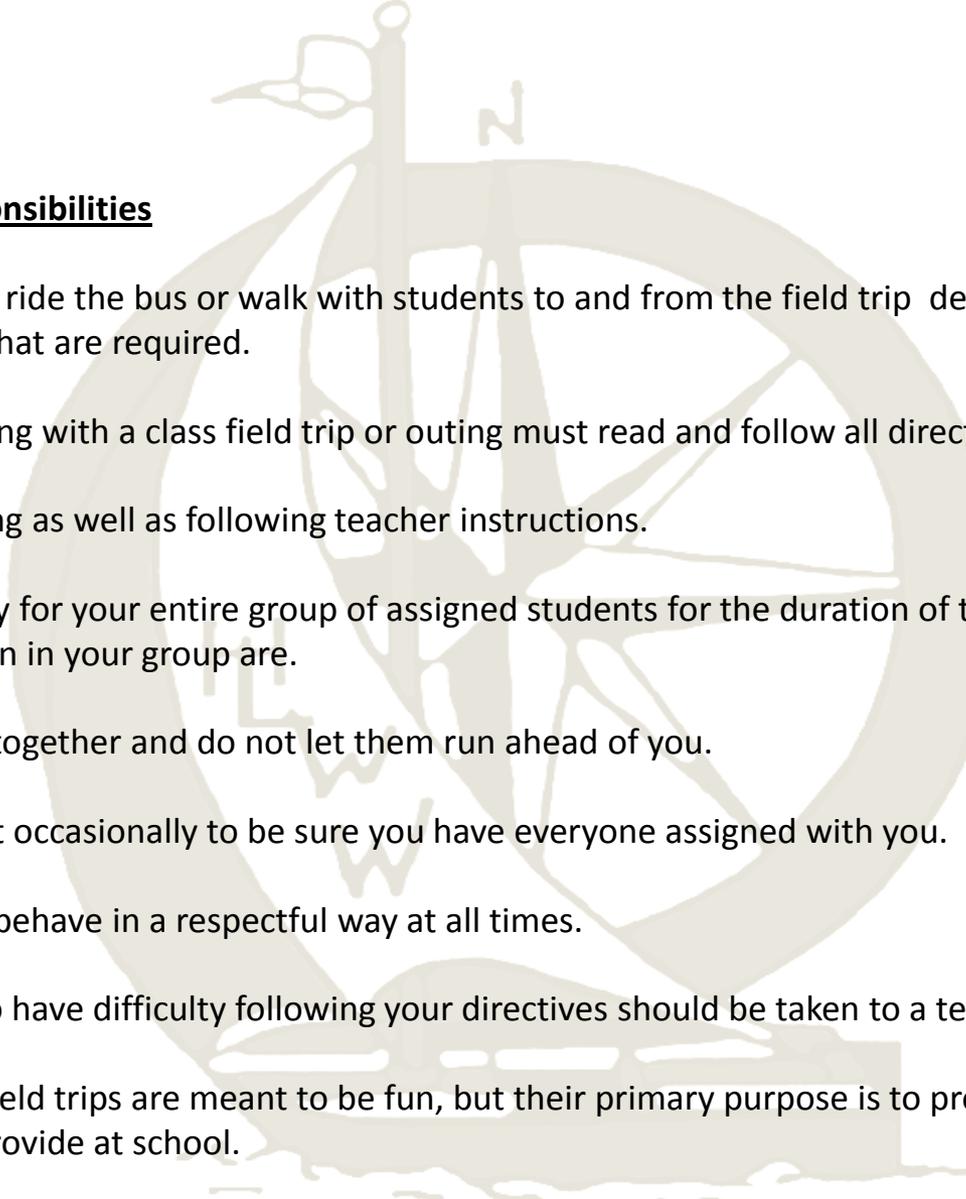
Job duties

It is important that volunteers stay within the perimeters of your assignment.

If possible, meet with your staff contact before you begin.

This will give you an opportunity to discuss your assignment, and learn about responsibilities and procedures.

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Chaperone Responsibilities

Chaperones must ride the bus or walk with students to and from the field trip destination and pay bus and admittance fees that are required.

Chaperones helping with a class field trip or outing must read and follow all directions pertinent to the particular site you are visiting as well as following teacher instructions.

Take responsibility for your entire group of assigned students for the duration of the field trip and always know where the children in your group are.

Keep your group together and do not let them run ahead of you.

Take a head count occasionally to be sure you have everyone assigned with you.

Children need to behave in a respectful way at all times.

Any students who have difficulty following your directives should be taken to a teacher.

Remember that field trips are meant to be fun, but their primary purpose is to provide educational experiences that we cannot provide at school.

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Chaperone Responsibilities (cont.)

Chaperones are brought along so that the class can be broken up into smaller groups thus allowing students to gain the most from the experience.

Follow the schedule and rules given to you and meet the teachers at designated spots on time.

This trip will provide an opportunity for you to see other parents, but please keep in mind your responsibility is to the children in your group. Please do not neglect them for the sake of conversing with other chaperones.

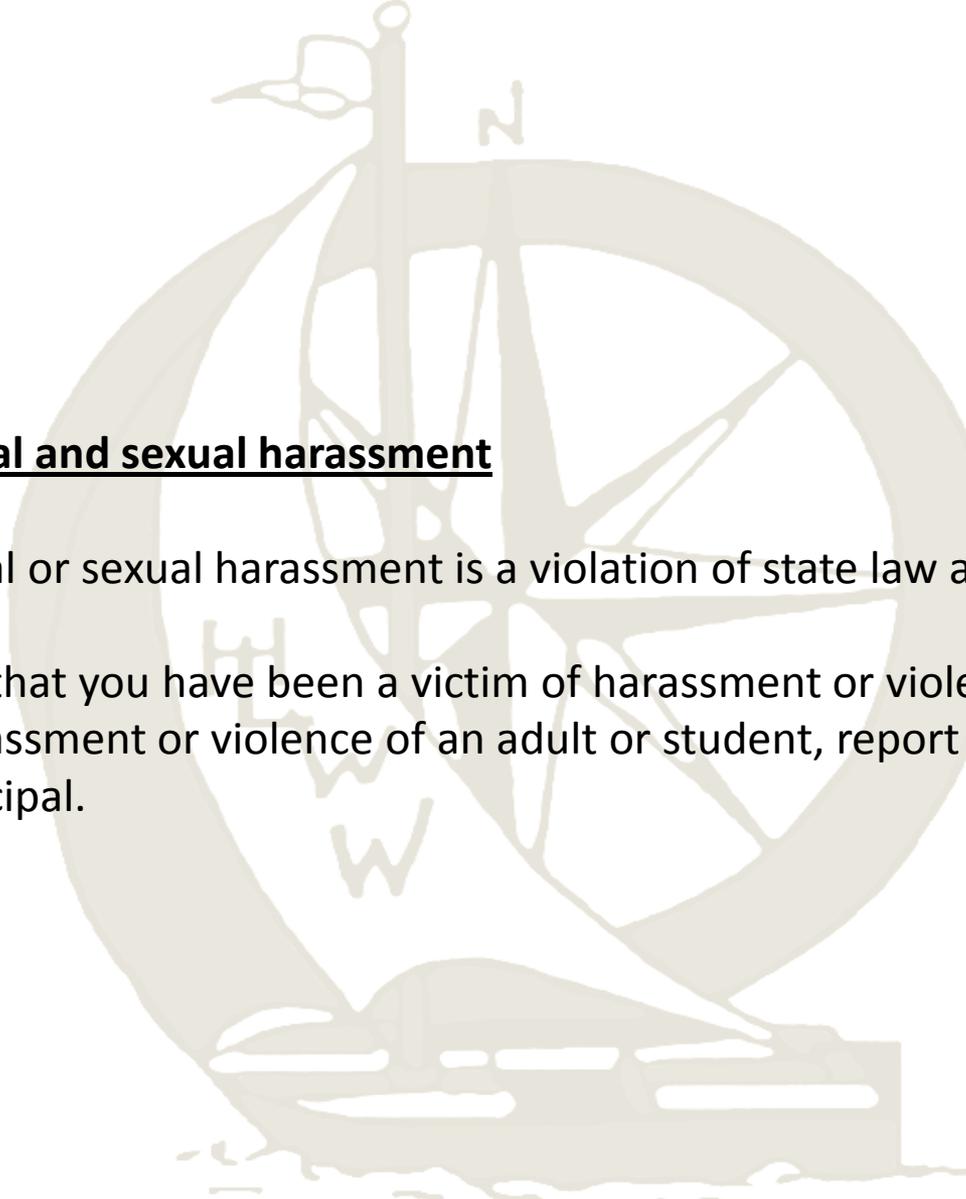
Always set a good example.

Cell phones should be used for emergencies only. Your focus needs to be on the students you are assigned.

Do not purchase foods or gift shop items for your child and/or the members of your group unless approved by the teacher for all students.

Generally students and chaperones have a packed lunch along eliminating the need for purchasing food.

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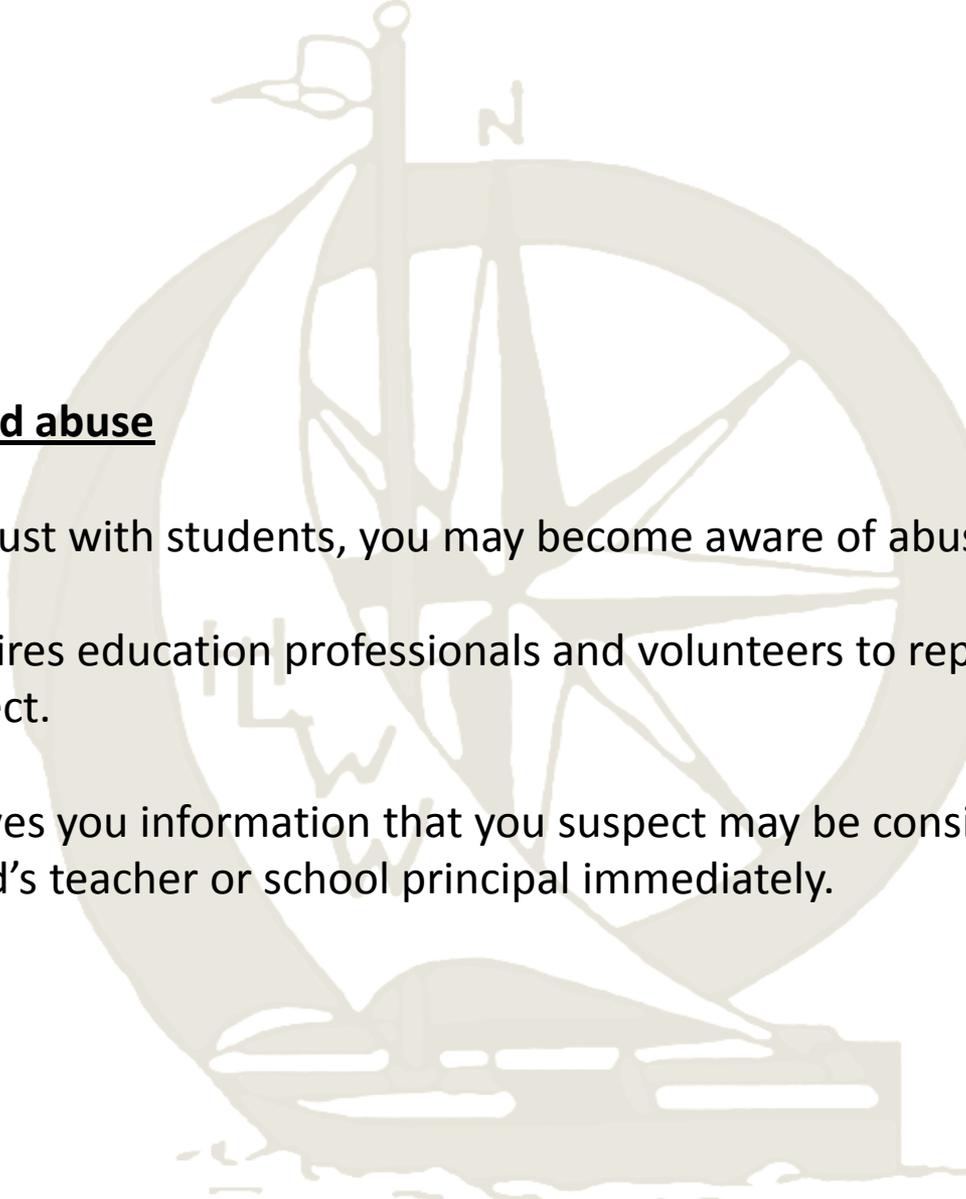
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Religious, racial and sexual harassment

Religious, racial or sexual harassment is a violation of state law and school district policy.

If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of an adult or student, report it to your staff contact or school principal.

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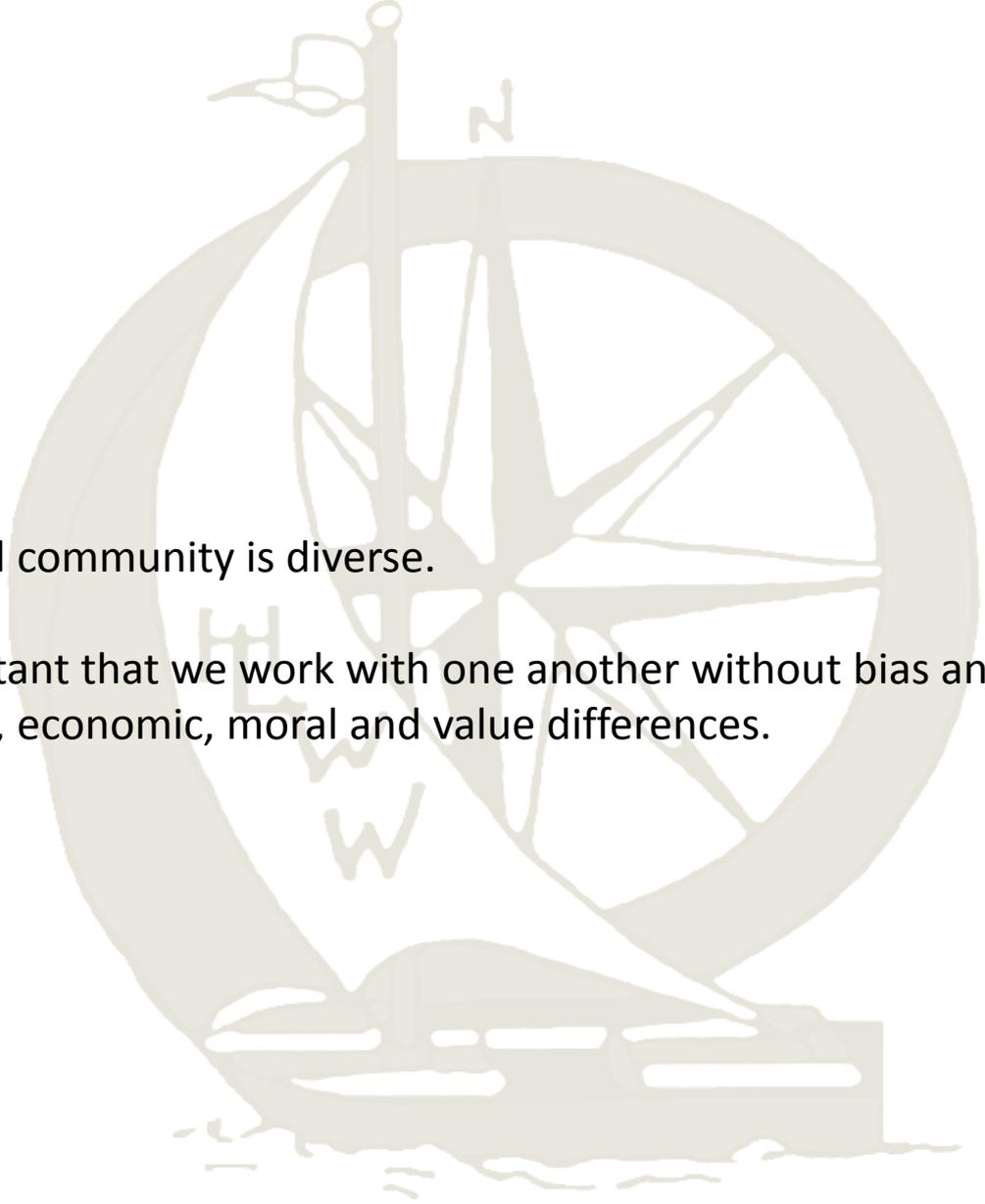
Suspected child abuse

As you build trust with students, you may become aware of abuse in their lives.

State law requires education professionals and volunteers to report any suspected abuse or neglect.

If a student gives you information that you suspect may be considered abuse or neglect, notify the child's teacher or school principal immediately.

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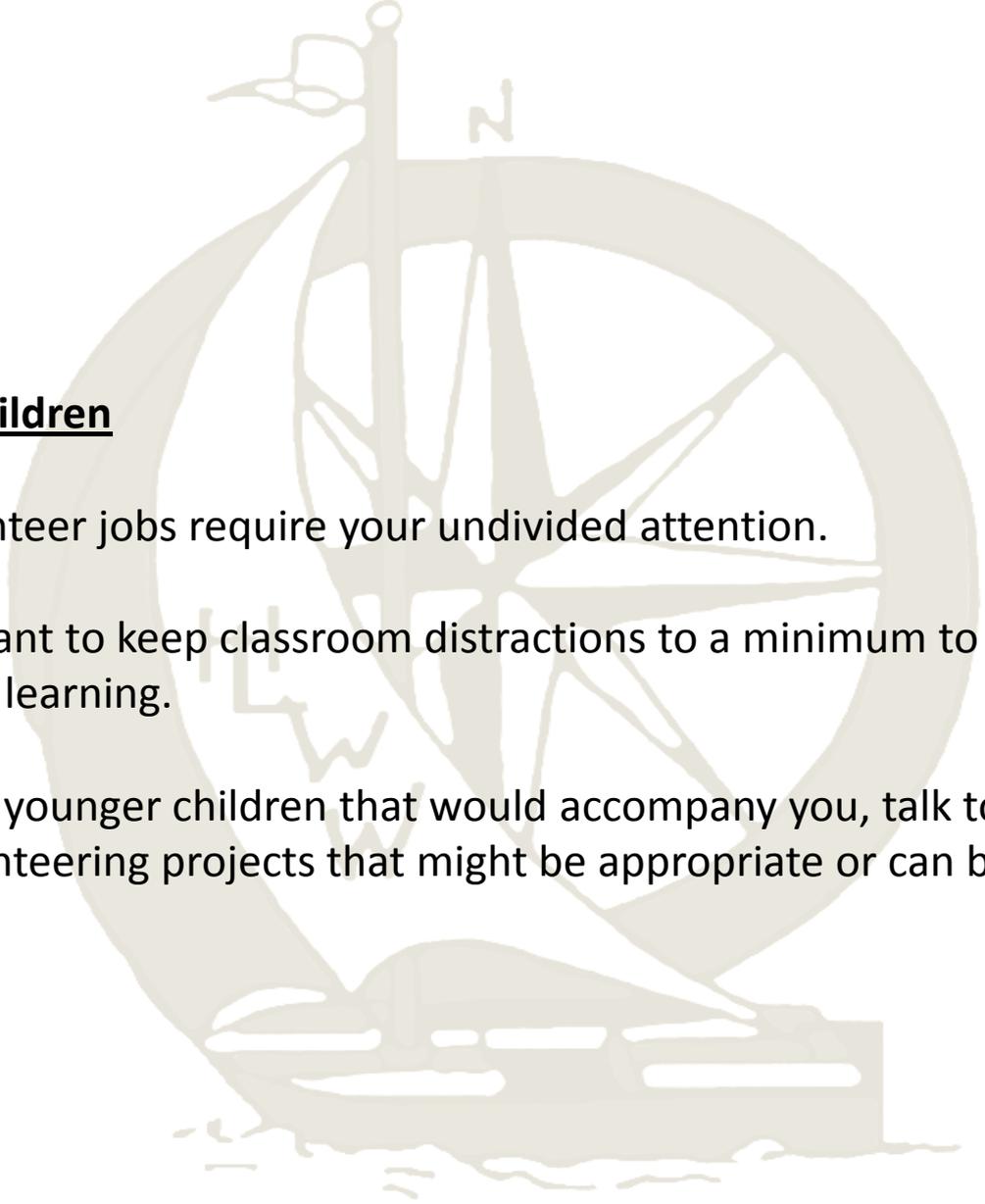
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Diversity

Our school community is diverse.

It is important that we work with one another without bias and be considerate of cultural, economic, moral and value differences.

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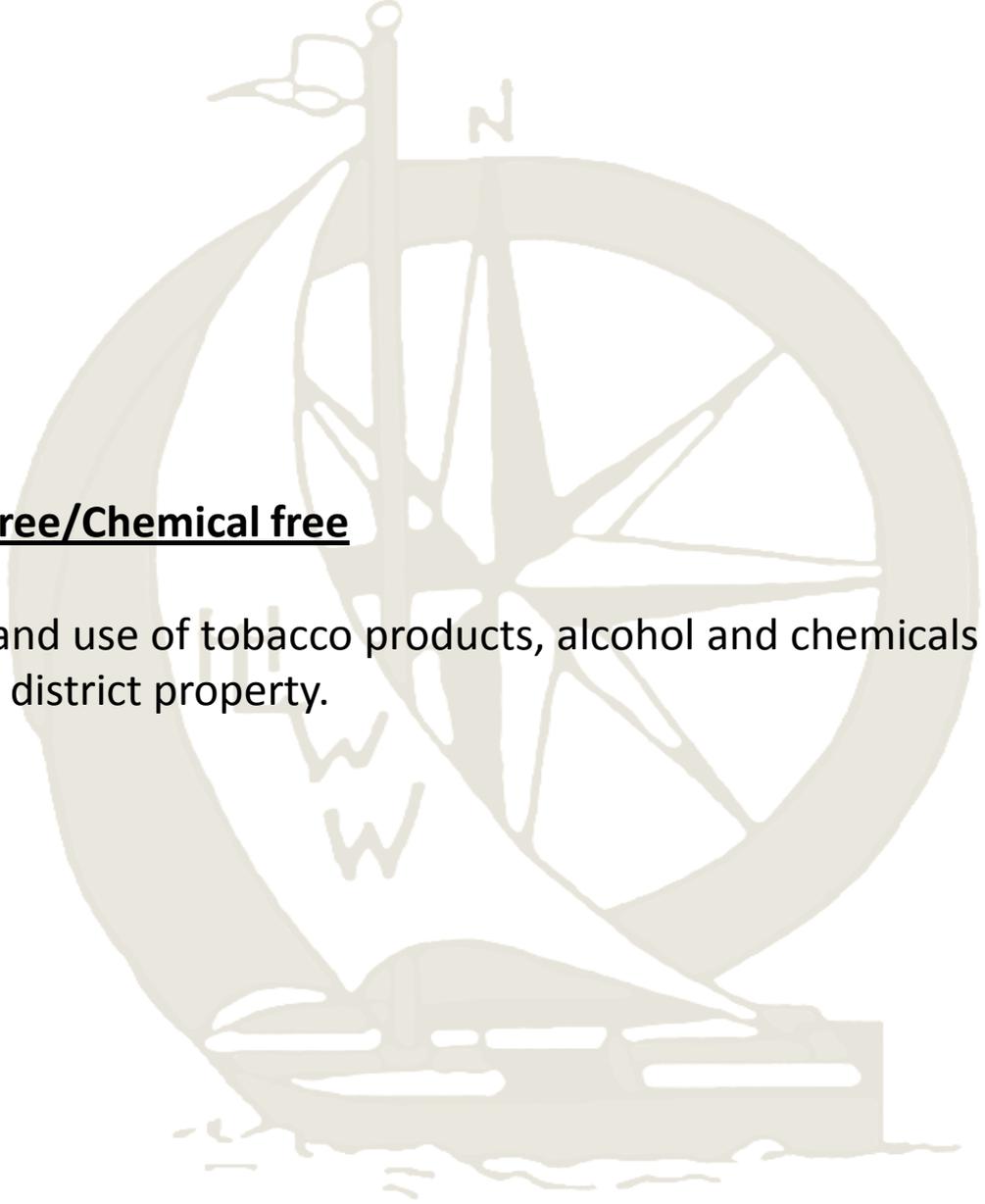
Younger children

Many volunteer jobs require your undivided attention.

It is important to keep classroom distractions to a minimum to keep students focused on learning.

If you have younger children that would accompany you, talk to staff contact about volunteering projects that might be appropriate or can be done at home.

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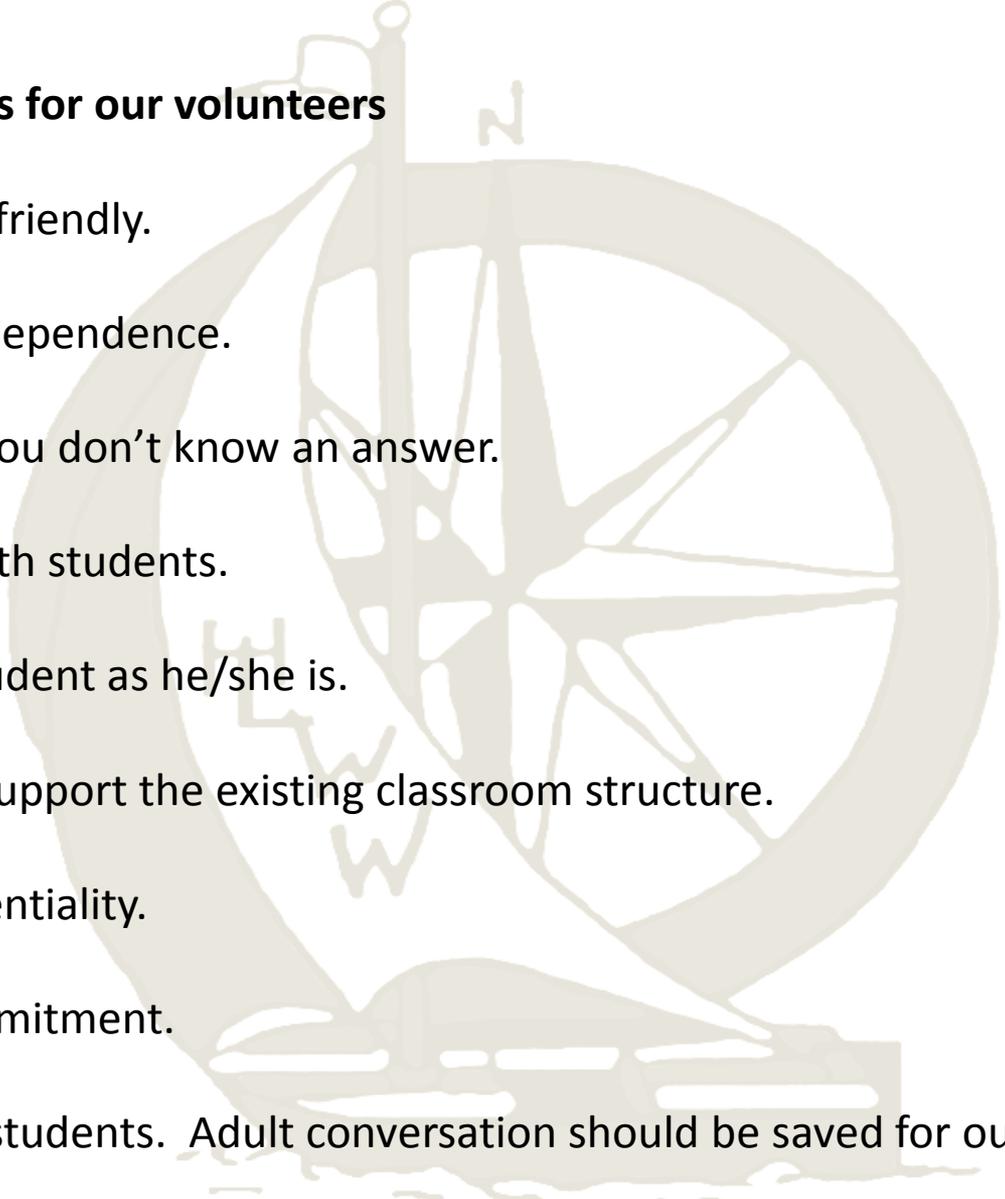
Tobacco free/Chemical free

Smoking and use of tobacco products, alcohol and chemicals are prohibited on school district property.

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Some other tips for our volunteers

- Be warm and friendly.
- Encourage independence.
- Admit when you don't know an answer.
- Be positive with students.
- Accept the student as he/she is.
- Respect and support the existing classroom structure.
- Honor confidentiality.
- Keep the commitment.
- Focus on the students. Adult conversation should be saved for outside the classroom.
- Do not touch, pick up or handle any child.



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Words of positive reinforcement

- Terrific
- How impressive
- I'm proud of you
- Marvelous
- Good job
- Give yourself a pat on the back
- Now you've got the hang of it
- That's right, good for you
- Thank you very much
- That's great
- Keep up the good work
- Excellent
- Good thinking
- I appreciate your help
- Nice going
- Keep it up

LAKERS