

***Morrison CUSD #6  
Volunteer Handbook***

***2009-2010***

*Approved by the Morrison Board of Education  
August 2009*

*“If you have knowledge,  
let others light their candles at it.”  
Margaret Fuller*

*Thank you for volunteering and*  
**WELCOME!!**

We are proud that you are a partner with us in the most wonderful and important job in the world: education of today's youth and tomorrow's citizens! We know that children's families are their first and best teachers and we celebrate all that our families do to help their children be successful. The formal education of our children, however, is primarily the responsibility of the Board of Education, teachers, staff and administrators of the Morrison Community Unit District #6—and we need you, as a caring parent and/or community member, to share this responsibility and privilege with us. As a volunteer, you will work with the direction of the faculty to support their ultimate goal of meeting the educational needs of the children. Who better to support our youth and enhance our thriving school-community connection than yourself!

The district's strategic plan entitled **“Plan on a Page”** speaks clearly and directly to our confidence in our partnership with the community. The plan notes, “MCUD#6 will increase community support through involvement and communication”. Our commitment to connecting with the community is so strong that one of the district's three strategic priorities is communication and community involvement with the goal specifically directed toward enhancing the resources and support available to all students through an expanded adult volunteer structure. You are part of making this happen—and we are very grateful to you!

Welcome and thank you once again for making the commitment to being a volunteer in our MCUD#6. The gift of your time is sincerely appreciated. You make all the difference!

## ***Our Commitment to You***

*“The human contribution is the essential ingredient. It is only in the giving of oneself to others that we truly live.” Ethel Percy Andrus*

We believe that our schools are responsible for creating and maintaining a student-centered learning environment that fosters respect for everyone in the schools: young people, staff, parents and volunteers. Especially since our schools have such a need for and commitment to our volunteers, we promise to:

- treat our volunteers with care and respect;
- make every effort to assign volunteers to positions that match what they like to do and know how to do best;
- provide volunteers with the information they need about our schools, policies, people and programs;
- offer support throughout the volunteer experience;
- make sure volunteers understand how and to whom to talk about any concerns;
- give volunteers the opportunity to share comments and suggestions about their volunteer experience; and

Celebrate! Celebrate! Celebrate the contributions our volunteers make to the quality and culture of our schools with recognition, a smile, and frequent thanks!!

## ***Your Commitment to Us***

The missions of the MCUD#6 Volunteer Program is to increase student achievement and satisfaction with their school experiences through meaningful parent and community involvement. As a school volunteer, you make a world of difference to our staff and students. You:

- Enrich the school program by sharing your experiences and talents with students and staff.
- Stimulate community interest, concern and support for education through sharing your experiences with our children in the schools.
- Enhance student learning through reinforcing specific skills, providing enrichment experiences, and expanding the walls of the school to include the community.
- Strengthen the district's school-community partnerships through your positive and constructive participation as a member of our schoolcommunity.
- Make a difference in the quality of the school experience for our students through your honest feedback about our strengths and challenges.
- Support strong student self-concepts by showing them that they are important to you, by taking the time to listen to them and by helping them have an even more joyous learning experience.
- Become a better community member as you learn about the many skills, talents and contributions of the faculty, staff and other volunteers who contribute to the schools.
- Increase your own sensitivity to the challenges of today's young people and strengthen your resolve to help them.
- Model the importance of giving back to the community so that our children will do the same in their generation.

## ***Our Code of Conduct***

### ***For Volunteers***

*“If we can’t turn the world around we can at least bolster the victims”*

Liz Carpenter

**Maintain confidentiality.** In your work as a volunteer, you may read and hear information about students that is *confidential*. It may be the results of classroom or achievement tests, awards or honors, attendance data, financial, health or personal family information, social or behavioral actions, program enrollment, or reports of parent/teacher or parent/counselor conferences. There may be times that another staff person may need to share confidential information with you, or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between District personnel. All these things are confidential and *should never be discussed* with others who do not have a legitimate need to know.

Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student’s parents. Only staff members who are responsible for the design, preparation and delivery of education and related services may have access to written or oral information about students and their families.

**It is our expectation, and a program requirement, that volunteers will never share confidential information about a student or staff member with others, including that student’s or staff member’s family.**

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student, knowing that you are a volunteer. Discussion of individual pupils, teachers and staff, their actions and their abilities is considered a breach of professional conduct and may be grounds for your dismissal from our volunteer program.

The student’s teacher is the most appropriate person with whom to discuss a child’s progress and problems. You should direct any questions about a child to the child’s teacher. Do not share information about a student—

even with members of your own family. A misplaced comment can be devastating to a student, family and the school volunteer program.

**Be reliable.** Reliability is expected because the teachers and the school staff plan for volunteer assistance. If you will be absent, call the school as soon as possible and ask that the teacher you are helping be notified.

**Be a role model.** Remember that you are at the school to help all students. You will be making a contribution whether you are working with your child's class or in another setting.

**Be a positive, public representative of the school.** Address any concerns or issues promptly and productively. If you have an issue with a staff member, please talk to that person face to face as soon as possible. If you need time to think about the situation, please do so, but do not let the concern intensify. If you feel uncomfortable talking with the staff member, please speak to the building principal, the Programs and Services Coordinator, Anji Garza or the Volunteer Coordinator, Brenda White. Please respect the persons involved by avoiding discussion with other school or community members. Communication is the key to establishing good relationships that benefit everyone.

**Participate in information**—sharing and training conferences as needed.

**Become familiar**—with and abide by district and school handbooks, policies and procedures.

**Dress code**—Follow school guidelines for student dress code. Dress comfortable, but remember that you are a role model for our students.

**Enjoy the students**—Be yourself! Accept students in terms of their background, values, manners and vocabulary as theirs may be different from yours. By giving of yourself, by sharing time and by caring, you are making a difference!

## ***Routine procedures***

“What do we live for, if it is not to make life less difficult for each other?” George Eliot

- Because student safety is the responsibility of the school, always report to the office before you begin your volunteer activity. Log in your arrival time in the Volunteer Log-in Book. The log book is important so that you can be located in case of emergency. It also keeps a record of your hours of service. ***Please don't forget to sign out!!***
- Please wear a volunteer badge while at the school will ensure the school staff and students can easily identify you.
- Please be prompt! We plan our days with your help in mind.
- Don't hesitate to ask questions or to set up a meeting to get further instructions, if needed.
- If you have questions about your volunteer assignment in general, talk to the Volunteer Coordinator.
- If you have questions about student instructional, curricular or behavior concerns, talk to the teacher.
- If you have questions about school climate issues, harassment or discrimination concerns or conduct of students or staff that upsets you, talk to the principal.
- Note: If school is cancelled or students are released early because of snow or other unanticipated situation, announcements will be aired on the following radio and TV stations:

## ***More helpful information***

*“If every American donated five hours a week, it would equal the labor of 20 million full-time volunteers.” Whoopi Goldberg*

Here is some additional information that you need to know.

### **Accidents/Students**

Please report all accidents and apparent illnesses to the classroom teacher or to the office immediately. The school nurse will immediately be notified of all student accidents.

### **Accidents/Volunteers**

Please report any accident or injury you might sustain while volunteering to the Principal or Volunteer Coordinator as soon as possible (see liability coverage). We all appreciate your staying home and taking care of yourself if you are not feeling well.

### **Emergency Drills**

Volunteers are required to participate in emergency drills. If you are unsure of your role or have other questions, please see the principal for a copy of the district's Crisis Prevention and Intervention Plan.

### **Hot Lunch**

Volunteers may purchase hot lunch at the adult price when they are working at the school. The building office needs to know by 9:00 am on the day you are planning on eating. The cost is \$2.00.

### **Sexual harassment/discrimination**

MCUD#6 is committed to providing a safe, harassment-and discrimination-free environment for its students, employees and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of discrimination and/or sexual harassment should report the incident to the principal immediately and without fear of reprisal.

### **Student release/discipline**

Please remember that you do not have the authority to release a student from school. This must be done by the office, with permission of the

principal. Volunteers who work with students are expected to maintain firm but kind control of the young people and to refer any serious problems or concerns to a staff person. Volunteers may not provide transportation in their person vehicles for any school-sponsored activities.

### **Substance abuse**

Volunteers are prohibited from consuming, possessing, furnishing, selling or being under the influence of alcohol or scheduled drugs in school or at any school sponsored, organized or associated function or on any property, facility or vehicle owned or operated by or for the school.

### **Volunteer time**

We welcome any time you can give. The amount of time you volunteer will be decided by the teacher you are working with and you.

## ***Tips for working with children***

*"I like to give my energy  
to activities that affirm  
the oneness of humankind."*

Claire Randell

Be yourself! And they will too!

Be warm and friendly.

Learn the child's name and be sure the child knows your name.

Be a good listener and show that you are paying attention to the child by talking about things in which s/he is interested.

Use positive comments to encourage the child.

Let the children know that making a mistake is part of learning.

If you don't know an answer, admit it, and work the problem out together or ask the teacher.

Build the children's confidence by praising their attention, achievement and effort. Be as specific as possible in your praise.

Be reliable so the child will not be disappointed.

Don't make promises that you cannot keep.

Maintain a sense of humor.

Encourage the children to do their own thinking and give them time to respond.

Communicate often with the teacher.

## ***Phone numbers***

*“Giving, whether it be of time, labor, affection, advice, gifts or whatever, is one of life’s greatest pleasures.”* Rebecca Russell

Northside Elementary 815-772-2153

Southside Elementary 815-772-2183

Junior High 815-772-7264

High School 815-772-4071

District Administration 815-772-2064

District website: <http://www.morrisonsschools.org>

Volunteer Coordinator’s website  
[Brenda.white@morrisonsschools.org](mailto:Brenda.white@morrisonsschools.org)

## School Volunteer Enrollment Form

Please print the following information:

Date\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Telephone\_\_\_\_\_ and/or cell phone\_\_\_\_\_

Which school(s) would you like to volunteer at? (check all that apply)

Northside                       Southside  
 Junior High                       High School

Which do you prefer? (check one)--

Assisting only with my child's class  
 Assisting with any grade/class

How are you willing to volunteer? (check all that apply)

Within the school  
 Working from home  
 No preference

What day(s) are you available?\_\_\_\_\_

What time of day are you available?\_\_\_\_\_

How often are you willing to volunteer? (check one)

More than once a week     Once a week  
 Once a month                       Other\_\_\_\_\_

Following is a general list of some of the type of volunteer opportunities that are available in the MCUD#6. Please check the opportunities that are of interest to you.

Tutoring children one-on-one or in small groups.  
     math     reading  
 Duplicating, assembly or other prep work.

\_\_\_\_ Classroom (ex. Assisting groups of children, field trips)  
\_\_\_\_ Special skills or trades. List those you have and are willing  
to contribute(music, art, fund raiser or interesting hobby)  
\_\_\_\_\_.



I, as a volunteer working at the Morrison Community Unit District #6, fully understand that this position is, as stated, on a volunteer basis, which inherent in its meaning, entitles me to no pay or wages from the Morrison Community Unit District #6 for my service. I understand the information provided in the volunteer handbook and I agree to the rules and guidelines contained therein. I understand that the information included on this form will be added to a school district database and that I may be contacted to volunteer in the areas I specified. I understand that this volunteer agreement can be terminated without notice at any time by either the school district or the volunteer.

Volunteer Signature \_\_\_\_\_  
Date \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_  
Date \_\_\_\_\_

\*\*Please return this form to any of the building offices or mail to:  
Morrison Community Unit District #6  
643 Genesee Avenue  
Morrison, IL 61270  
ATTN: Volunteer Coordinator

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Received on \_\_\_\_\_  
Placed at \_\_\_\_\_  
Teacher's name \_\_\_\_\_