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# VOLUNTEER



## Fairwood Explorer Volunteer Handbook

Guidelines, Resources,  
and Opportunities for Volunteers

# Welcome Fairwood Volunteers!

We are excited to have you as a volunteer at our school! As a volunteer, you can work together with us to create pathways to opportunities and success for our students!

We are extremely appreciative of our volunteers! They work in every aspect of school operation, from classroom helpers to playground supervisors to organizing and staffing special events and extracurricular activities. Without you, these exciting opportunities would not be able to happen, so thank you for your commitment to support our students!

This handbook outlines what is required of you as a Fairwood Explorer Family Volunteer and will give you an overview of our policies, procedures, and guidelines you should be aware of prior to volunteering. This handbook also outlines the specific volunteer roles needed so you can make an informed choice in how you volunteer at Fairwood.

If you have any questions, feel free to contact me at [rachelle.romander@sesd.org](mailto:rachelle.romander@sesd.org)

Thank you for providing your precious time, individual gifts and talents as a volunteer at Fairwood.

Sincerely,

*Rachelle Romander*



FOR MORE INFORMATION, VISIT [SESd.ORG/FAIRWOOD](http://SESd.ORG/FAIRWOOD)

## SCHOOL VOLUNTEER FRAMEWORK

### WHO IS A SCHOOL VOLUNTEER?

**A school volunteer is a person willing to take time to share their wisdom and experience with our school community. A school volunteer helps to expand and enrich the students' learning experiences by working in coordination with teachers and school staff.**



### ROLES AND RESPONSIBILITIES

Responsibilities of Fairwood Explorer and Fairwood Alliance:

- ★ Develop and disseminate volunteer materials
- ★ Arranging orientation and training workshops
- ★ Surveying the needs of teachers
- ★ Assisting with volunteer paperwork, as needed
- ★ Providing support to volunteers
- ★ Coordinating recognition for our volunteers

Responsibilities of the volunteer:

- ★ Attend all provided volunteer trainings
- ★ Regularly attend during selected volunteer times
- ★ Maintain confidentiality
- ★ Display a cooperative and flexible attitude
- ★ Support all students

## BENEFITS FOR EVERYONE

### The school volunteer gains...

- ★ Personal satisfaction from helping children learn
- ★ Opportunities to learn new skills, polish old ones
- ★ Understand of how schools work
- ★ Work experience that may lead to a future career

### The student gains...

- ★ Additional individual attention
- ★ An accepting atmosphere for reinforced learning
- ★ A chance to succeed, thus building better self-esteem
- ★ A warm and caring adult who is a friend and role model



### The school gains...

- ★ Positive interaction with the community
- ★ Improved student achievement and behavior
- ★ Additional services without additional costs
- ★ Increased community understanding and support

### The community gains...

- ★ Better educated students
- ★ Greater confidence in the educational system

## GETTING STARTED

### SCHOOL PROCEDURES



### Volunteer Applications

All adult and senior volunteers, including field trip chaperones, must complete the online [\*Application to Volunteer\*](#), submit a valid TB test or TB Risk Assessment with a negative result, and scan an ID with photo to complete the process PRIOR to volunteering or chaperoning. In order to chaperone on a field trip, you will also need to complete fingerprinting through the Sunnyvale School District. Finally, if you will be a parent driver, you will also need to complete the *Parent Driver Application* and submit a copy of your valid Driver's License and proof of insurance.

### Clearance

All volunteers will be subject to a background check. Volunteers who will be assisting on a field trip will also be required to complete fingerprinting through the Sunnyvale School District. All volunteers must have a current negative TB test or negative TB risk assessment on file. TB tests and risk assessments are valid for three years. Finally, all volunteers who will drive a private vehicle on a field trip will be required to submit a valid driver's license and proof of liability insurance of at least \$100,000.

### Renewal

Each year, you are required to resubmit your volunteer application. If you have previously completed fingerprinting, you will not need to be fingerprinted again.

### Health Regulations

*Please do not come to school if you are ill.* This includes a cold, sore throat, or cough. You may think you are leaving the teacher shorthanded, and you want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher. Please email the teacher when you have an unforeseen absence. Children learn by example, and we ask that you, as a role model, use good health habits when you are at school.

## VOLUNTEER GUIDELINES

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### Appearance and Manner

- ★ Volunteers are considered to be non-paid employees and should be well-groomed and appropriately dressed for their volunteer position. If you are not sure how you should dress, please ask the teacher or the school administration.
- ★ Volunteers should also set a good example to students by maintaining professional conduct and language.
- ★ Cell phones should not be used on campus, except in the case of emergencies.
- ★ Smoking is not permitted on the school campus or while serving as a chaperone.

### Access to School Areas

- ★ All volunteers are required to sign in at the front office prior to volunteering. After signing in, you will get a volunteer badge to wear on campus.
- ★ Adult Use Restrooms are available in the Media Center and the Work Room. Adults are not to use the student restrooms.
- ★ The Staff Room is for Fairwood staff only. Volunteers will not be permitted in this area to provide a space for volunteers to take their breaks.

### Importance of Signing In and Signing Out

- ★ Each time you volunteer, you must sign in, wear your ID badge, and sign out at the end of your service. These requirements are necessary for the following reasons:
  - Our students' safety and maintaining campus security is of the utmost importance
  - In case you need to be reached in an emergency, you can be found
  - Verified volunteer service can be used as work experience for future employment
  - Volunteers will be recognized for their dedication and service to our school.

### Identification

When volunteering always:

- ★ Report to the school office
- ★ Sign in at the iPad kiosks
- ★ Wear your volunteer ID badge or sticker to identify you as someone who belongs on campus

### Discipline

- ★ Discipline of students is the responsibility of the school staff. Any concerns should be reported to the teacher or an administrator.

### Emergency Procedures

- ★ Emergency Drill Maps are posted by the exit door in each room. Emergency Procedures can be found in our School Safety plan, available on our website. Review this information to ensure you are prepared for emergency situations.

### Confidentiality

- ★ Respect the confidential nature of anything you see or hear at the school. Any information about a student's academic progress, behavior or a school related incident is strictly confidential.
- ★ Photos should not be taken at any time without the permission of the teacher. This is to protect the privacy of our students and staff, who may not have given permission for photos to be taken.
- ★ If you have concerns about a student, please share them with the school administration.

### Social Media

- ★ Use social media respectfully. Do not post photos of other children on your social media accounts without the permission of the children's parents.

### Volunteers' Children

- ★ Volunteers are asked not to bring preschool-aged children with them to any volunteer assignments. This presents a liability issue and prevents the volunteer from giving undivided attention to the task at hand and the students.
- ★ Some families arrange to exchange babysitting on their non-volunteer days to support each other.

### Reporting Child Abuse

- ★ If you suspect a student is a victim of child abuse, immediately notify a teacher or school administrator.

### If You Must Cancel

- ★ Because teachers and students depend on volunteers, please do your best to be prompt and reliable.
- ★ If an illness or an emergency arises, email the teacher **and** call the school and ask that the teacher be notified that you are unable to volunteer on that day. Please do not come to the school if you are ill.

### Volunteer Status

- ★ Volunteers serve at the sole discretion of the school administration and teacher.
- ★ Permission to volunteer may be revoked at any time by the administration.

## MAKING THE RIGHT MATCH

From volunteering in the classroom or preparing materials for a lab experiment, to supervising recess or organizing a community event, there is a volunteer job to suit every person's background and interest. The following is an overview of possible volunteer opportunities available at Fairwood Explorer. Our most in demand volunteer positions are the ones in which volunteers work with students during the school day. If this is possible for your schedule, please consider one of these positions! For those who may not be able to volunteer in the classroom, there are still plenty of opportunities available for you! To help decide which assignments might be best for you, please consider the following:

- ★ Would you like to work directly with students?
- ★ Would you like to be a tutor, an office worker, an event planner?
- ★ Do you have special talents and/or skills that would benefit music, art, drama, physical education, or an extracurricular program?
- ★ What days or hours work for you?
- ★ What experience do you have that would prepare you for your volunteer job?
- ★ What is your motivation for volunteering?

Matching Availability to Opportunities	
Time Available to Volunteer	Examples of Volunteer Opportunities (See Volunteer Job Descriptions for a Full List)
Weekly School Day Commitment	<ul style="list-style-type: none"> <li>★ Classroom centers or activities</li> <li>★ Garden Volunteer</li> <li>★ PE Volunteer</li> <li>★ Library Volunteer</li> <li>★ Cooking Volunteer</li> <li>★ Meet Volunteer</li> <li>★ Copy Helper</li> <li>★ Playground Supervision</li> <li>★ Project Cornerstone Volunteer</li> </ul>
Weekly "Late Afternoon" (2:30-5:00) Commitment	<ul style="list-style-type: none"> <li>★ After School Activities Coordinator</li> <li>★ Tutor/Mentor</li> <li>★ Room 10 Coordinator</li> <li>★ Lost and Found Coordinator</li> </ul>
Weeknights (After 5:00) and Weekends	<ul style="list-style-type: none"> <li>★ Fairwood Alliance Board Member</li> <li>★ School Site Council Member</li> <li>★ English Learner Advisory Committee Member</li> <li>★ School Event Coordinator</li> <li>★ Materials Preparation</li> </ul>
Coding on Volunteer Job Descriptions SD = School Day, LA=Late Afternoon, WW= Weeknight/Weekend	

Matching Skills to Opportunities		
I AM... (*RIASEC Types)	I LIKE TO...	Potential volunteer opportunities
<b>Realistic</b> – Practical, straight forward, athletic, a nature lover, mechanically inclined	★ Play a sport, work outdoors, fix things, solve mechanical problems, work on cars, use my hands	<ul style="list-style-type: none"> <li>★ PE volunteer</li> <li>★ Field Day Volunteer</li> <li>★ Carnival Volunteer</li> <li>★ Garden Volunteer</li> </ul>
<b>Investigative</b> – Inquisitive, analytical, scientific, observant, precise	★ Think abstractly, solve math problems, understand physical theories, use a microscope	<ul style="list-style-type: none"> <li>★ Help with science centers</li> <li>★ Help with science nights</li> <li>★ Help with math centers</li> <li>★ Fairwood Alliance Treasurer</li> </ul>
<b>Artistic/Musical</b> – Creative, intuitive, imaginative, innovative, and individualist	★ Sketch/draw/paint/, play an instrument, write stories/poetry, sing/act/dance	<ul style="list-style-type: none"> <li>★ Meet the Masters volunteers</li> <li>★ Support classroom play</li> <li>★ Prepare bulletin boards</li> <li>★ Help with literacy centers</li> </ul>
<b>Social</b> – Friendly, helpful, idealistic, insightful, outgoing, understanding	★ Teach/train others, express myself clearly, lead a group discussion, mediate disputes, cooperate with others	<ul style="list-style-type: none"> <li>★ Playground Supervision</li> <li>★ After School Programs Coordinator</li> <li>★ Event Planner</li> <li>★ Tutor</li> </ul>
<b>Enterprising</b> – Self-confident, sociable, energetic, persuasive, assertive	★ Initiate projects, organize activities, convince people, sell things, give talks/speeches	<ul style="list-style-type: none"> <li>★ Fairwood Alliance Board, SSC, or ELAC Member</li> <li>★ Event Planner</li> <li>★ Fundraising Organizer</li> </ul>
<b>Conventional</b> – Accurate, numerically inclined, methodical, conscientious, efficient	★ Follow clearly defined procedures, keep accurate records, use a computer, work with numbers, take care of details	<ul style="list-style-type: none"> <li>★ Copy Helper</li> <li>★ Library Helper</li> <li>★ Fairwood Alliance Treasurer</li> <li>★ Support book fairs</li> </ul>
*From John Holland's Six Personality Types		

## Volunteer Job Descriptions

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### Classroom Volunteer Options

Classroom Coordinator (SD, LA, or WW)

- ★ Supports classroom communication under the guidance of the teacher
- ★ Supports the organization of classroom activities and events

Field Trip Coordinator (SD, LA, or WW)

- ★ Makes field trip reservations
- ★ Collects field trip chaperone paperwork
- ★ Completes appropriate field trip paperwork, as assigned

In addition to these options, subject specific opportunities include:

Literacy Centers Volunteer (SD)

- ★ Read to children or listen to them read
- ★ Practice letter names and sounds
- ★ Practice blending and fluency
- ★ Lead a book club

Math Centers Volunteer (SD)

- ★ Assist younger children with learning numbers, shapes and basic math facts
- ★ Support critical thinking in math
- ★ Support problem solving skills

Social Studies Volunteer (SD)

- ★ Support PBL units
- ★ Supervise expert groups

Science Volunteer (SD)

- ★ Prepare science materials
- ★ Supervise science inquiries



Meet the Masters Volunteer (SD)

- ★ Study Meet the Master artist and deliver class presentation
- ★ Prepare and lead three art activities per year

Project Cornerstone Volunteer (SD)

- ★ Attend Project Cornerstone Reader trainings
- ★ Prepare and deliver Project Cornerstone SEL story and activity to class

Physical Education Volunteer (K-3) (SD)

- ★ Prepare and lead PE activity using provided curriculum for small groups of students

Garden Volunteer (SD)

- ★ Prepare and lead weekly garden activities using provided suggestions for small groups of students

### Classroom Volunteer options, cont'd.

Cooking Volunteer (SD)

- ★ Prepare and lead weekly cooking activities using provided suggestions for small groups of students

Music Volunteer (SD)

- ★ Prepare and lead weekly music activities using provided suggestions for small groups of students

Note: All subject area specific volunteers could also support with:

- ★ Supervising learning centers/games
- ★ Supporting special projects

### School Volunteer Options

Alliance Board Member (WW – Once per Month + 3 Community Meetings)

- ★ Attend monthly meetings to coordinate schoolwide activities, raise funds for class events, and provide input on school programs

School Site Council Member (LA or WW – 4-6 per year)

- ★ Attend 4-6 meetings per year to advise, oversee, and develop the School Plan for Student Achievement

English Learner Advisory Committee (LA or WW – 4-6 per year)

- ★ Attend 4-5 meetings per year to advise on the English Learner supports provided by the school.

Garden Lead (LA and WW)

- ★ Coordinate and advertise monthly garden events
- ★ Organize garden shed
- ★ Coordinate seasonal “Farmer’s Market”
- ★ Coordinate yearly “deep clean” of garden

Project Cornerstone Coordinator (SD, LA, or WW)

- ★ Attend Project Cornerstone Coordinator trainings
- ★ Lead school site trainings for Project Coordinator volunteers
- ★ Ensure volunteers have the materials they need for monthly lessons

Meet the Masters Coordinator (SD, LA, or WW)

- ★ Coordinate Meet the Masters Lead trainings three times per year
- ★ Support preparation of Meet the Masters materials
- ★ Order and replenish materials as needed

Copy/Materials Helper (SD or LA)

- ★ Prepare materials in the workroom during a weekly shift

After School Activities Coordinator (SD, LA, or WW)

- ★ Identify after school programs and coordinate contracts with outside vendors
- ★ Check in on vendors to ensure programs are good fit for Fairwood

## **School Volunteer Options**

Room 10 Coordinator (LA or WW)

- ★ Weekly cleaning and organizing of the Room 10 materials

Marquee Sign Lead (SD, LA or WW)

- ★ Change the marquee display weekly

Lost and Found Lead (SD, LA or WW)

- ★ Straighten up the Lost and Found Weekly
- ★ Take unclaimed items to charity monthly

Traffic Safety Volunteers (SD or LA)

- ★ Supervise Drop Off or Pick Up Daily
- ★ Welcome students to school or provide students with a kind goodbye

Recess/Lunch Supervisors (SD)

- ★ Supervise students during recess or lunch
- ★ Engage students in play

Tutor Volunteer (LA)

- ★ Volunteer to provide tutoring support to students in the Kids Learning After School Program

Library Volunteer (SD or LA)

- ★ Supports the check-in and return of library materials
- ★ Reshelves library materials
- ★ Assists with book fair

## **Community Events Volunteer Options**

(Developed in coordination with the Fairwood Alliance)

Fairwood 101 Training Coordinator (SD, LA, or WW)

- ★ Modify existing Fairwood 101 training to reflect current year
- ★ Recruit veteran families to support delivery of the Fairwood 101 training

Walk-a-thon Coordinator (SD, LA, or WW – SD on Day of Event)

- ★ Recruit volunteers to serve on the Walk-a-Thon Committee
- ★ Coordinates the details of the Walk-a-Thon
- ★ Assigns tasks to Walk-a-Thon Committee members

International Night Coordinator (SD, LA, or WW – LA on Day of Event)

- ★ Use existing International Night materials to coordinate event
- ★ Recruit volunteer team and delegate assignments

School Socials Coordinator (SD, LA, or WW – LA or WW on Days of Events)

- ★ Organize school dances and other social events
- ★ Recruit volunteer team and delegate assignments

STEAM Night Coordinator (SD, LA, or WW – WW on Day of Event)

- ★ Use existing STEAM Night materials to coordinate event
- ★ Recruit volunteer team and delegate assignments

## **Community Events Volunteer Options, cont'd**

Carnival Coordinator (SD, LA, or WW – SD on Day of Event)

- ★ Use existing Carnival Materials to coordinate event
- ★ Recruit volunteer team and delegate assignments

Holiday Craft Fair Coordinator (SD, LA, or WW – WW On Day of Event)

- ★ Use existing Holiday Craft Fair materials to coordinate event
- ★ Recruit volunteer team and delegate assignments

Annual Egg Hunt Volunteer (SD, LA, or WW – WW On Day of Event)

- ★ Use existing Annual Egg Hunt materials to coordinate event
- ★ Recruit volunteer team and delegate assignments

Family Dine Out Event Coordinator (SD, LA, or WW – Weeknight on Day of Event)

- ★ Use existing Family Dine Out materials to coordinate events

Stargazing Night Coordinator (SD, LA, or WW – Weeknight on Day of Event)

- ★ Use existing Stargazing Night materials to coordinate event
- ★ Recruit Stargazing Night Team and delegate assignments

Otter Pop Sales Coordinator (SD)

- ★ Purchase otter pops
- ★ Recruit and assign volunteers to sell otter pops on Teacher Learning Days
- ★ Turn in funds raised to the Alliance Board with appropriate documentation

Staff Appreciation Week Coordinator (SD, LA, or WW – SD on Week of Event)

- ★ Coordinates a week-long activity list of daily, easy, low-cost teacher appreciation activities for students
- ★ Provides a culminating recognition for teachers and staff within the Fairwood Alliance budget

Read Across America Coordinator (SD, LA, or WW – SD on Day of Event)

- ★ Supports the librarian in coordinating Read Across America Day activities

Earth Week Coordinator (SD, LA, or WW – SD On Week of Event)

- ★ Coordinates a week-long program of Earth Day activities for students

Assembly Coordinator (SD, LA or WW)

- ★ Coordinates yearly school-wide assemblies

Multicultural Team Lead (SD, LA, or WW – SD during Events)

- ★ Coordinates multicultural activities in honor of cultural holidays and events.
- ★ Recruits team members and delegates assignments

Special Projects Team (SD, LA, or WW)

- ★ Completes tasks assigned by the school to support academic programs, materials management, or special events

## IMPORTANT THINGS TO REMEMBER

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### When Working with Students:

- ★ Follow school confidentiality policy re: students and staff.
- ★ Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- ★ Never be alone with students – a school employee should always be present
- ★ Volunteers' discussions with teachers should not disrupt class
- ★ Limit the use of personal cell phones to emergencies only
- ★ Volunteers should be in good physical and mental health
- ★ Always dress appropriately
- ★ Do not use any form of tobacco, marijuana, or alcohol on school grounds
- ★ Do not share religious or political views
- ★ Volunteers may not give any medication to students
- ★ Volunteers' comments should not be written on student papers
- ★ Volunteers should not laugh at or belittle student answers or efforts
- ★ Volunteers should contact ONLY school staff members with any concerns regarding students
- ★ Comparing and criticizing teachers, staff members, and/or students is not acceptable volunteer behavior.
- ★ Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time
- ★ Volunteers may not conduct personal business at school
- ★ Volunteers may not take photographs of students, unless permitted by a school administrator or teacher. Never post any student photographs or student information on social networks
- ★ Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature



## IMPORTANT THINGS TO REMEMBER, CONT'D

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### Safety Guidelines

- ★ Be aware of school playground regulations
- ★ Supervise climbing activities carefully
- ★ Certain materials need to be watched closely: scissors, gardening tools, saws, sand, glass items, pointed objects, cooking utensils, pans, and science materials.
- ★ Do not allow children to: use: a paper cutter or adult scissors; handle adult scissors; handle hot dishes, pans, or ovens; move a pan containing hot grease or boiling water; remove pans from the stove/oven

### Remember:

- ★ Know and follow all of the school's safety rules
- ★ If an accident occurs, immediately notify a staff member
- ★ Never move a child involved in an accident; a member of the school staff will initiate proper procedures
- ★ If you are hurt or involved in an accident while serving in your volunteer capacity, you should immediately report the incident to the school office and complete an accident report



## CHAPERONE GUIDELINES

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- ★ An approved volunteer application must be verified by the Sunnyvale School District before a chaperone attends a field trip.
- ★ There will be a minimum of one chaperone to eight students.
- ★ Chaperones will be designated by the teacher and should be 18 or over and no longer a K-12 student.
- ★ Chaperones will always be responsible for a group of students assigned by the teacher.
- ★ Chaperone must always be supervised their group, keep their assigned group together, and keep the safety of the students in mind.
- ★ Chaperones must dress appropriately.
- ★ Do not use profane or inappropriately language.
- ★ Do not buy drinks, snacks or souvenirs for the group unless it has been planned as part of the trip.
- ★ Chaperones are encouraged to get to know the students in their group in order to make the field trip a great experience for everyone.
- ★ Follow the planned timeline and itinerary. Be sure the group is in the right place at the right time.
- ★ Chaperones will be responsible for contacting the teacher twice during a full day field trip or once during a half-day field trip.
- ★ Do not use cell phones except for communication with the school field trip contact and for emergency use.
- ★ Chaperones will be responsible for following the field trip procedures as outlined by the teacher.
- ★ Chaperones are not permitted to consume alcoholic beverages, use marijuana or marijuana-like products, or use tobacco or tobacco-like products in the presence of students.
- ★ Family members not designated as chaperones by the teacher may not participate in the field trip.
- ★ Parents, siblings (including infants), other family members and students who are not student participants in a field trip will not be allowed to join a field trip at its destination.
- ★ Chaperones will ride the school bus or the transportation provided by the school, unless the chaperone is a Field Trip Driver. Field Trip Drivers must have the appropriate paperwork (copy of Valid Driver's License and Valid Insurance with District mandated coverage) on file prior to driving.
- ★ Chaperones for overnight field trips must be fingerprinted by the Sunnyvale School District and cleared prior to driving on field trips.

## HELPING STUDENTS LEARN

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- ★ A student's name is very important. Make sure you say and spell it correctly.
- ★ Make sure students know and can pronounce your name.
- ★ LISTEN! Show that you are interested in each student as a person. Listen carefully to what the student has to say.
- ★ Students make mistakes. Assure them that this a part of learning.
- ★ Build the student's self-confidence. Praise your student specifically, honestly, and frequently.
- ★ Encourage students to discover things using all their senses.
- ★ Ask questions that may lead students to the answer instead of telling them the answer.
- ★ Let students try new methods, even if you know and easier way. Sometimes, they will teach you something new!
- ★ Give the students as much time as needed to learn a new idea. Be patient!
- ★ Be reliable. Students will be disappointed when you are absent. Show you care by calling when you can't go to school on your expected day.
- ★ Allow your own child room to grow. Be sure to support all students, not just your own.

### Students Learn By:

- ★ Doing – not passive observing
- ★ Asking questions and searching for answers to their questions
- ★ Discovering – using all their senses, whenever possible
- ★ Experimenting – sorting and combining objects
- ★ Repeating experiences
- ★ Building confidences in themselves

### When Speaking to Students:

- ★ Avoid comparing students and their work
- ★ Give students a choice only when you abide by that choice
- ★ State directions in the positive form. Example: "Use the blocks for building," rather than, "Don't throw the blocks."



## COMMUNICATING WITH STUDENTS:

The following suggestions are provided to help you communicate with students to get positive results.

- ★ Be sure the students understand what you're saying. We sometimes use words they do not comprehend.
- ★ Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- ★ Instruct students by being clear and direct. Give them sufficient notice and time to follow your directions. "Geo, in five minutes you'll need to stop painting and put your apron away."
- ★ Provide clear and specific feedback. Instead of "Great Job," use "The way you added details to your writing makes it easy for me to picture it in my mind." Or Instead of "Stop," use "It's time to turn in your paper and join the group."
- ★ Positive statements greatly influence students' attitudes about themselves and contribute to their success-building experiences.

### Characteristics of Children with Academic Challenges and Corresponding Principals

Characteristics	Principles
Lack of self-confidence	Plan for success in every visit
Fear of school (usually stems from past ridicule and/or failure in school)	Praise each success. Avoid any sarcasm. Never appear condescending
Economic poverty (possibly poor nutrition, physical discomfort in environment)	Make the setting comfortable. Speak to the teacher or administrator.
Low academic performance	Use repetition, a variety of "active" learning games, flash cards, humor, and role playing
Differing values, attitudes, and goals	Encourage students' responsibility to learn
Apathy	Direct teaching to the needs of the student, connect to their interests, provide praise for all successes
Sensitivity to non-verbal communication	Be aware of your facial expressions, gestures, and tone of voice
Feeling of helplessness	Be empathetic. Promote encouragement and success. Be aware that hostility, procrastination, and inattention often comes from anxiety.
Feeling of being "stupid:	Encourage student. Support the student in knowing we all learn differently.

## FREQUENTLY ASKED QUESTIONS

### How do I become a volunteer?

All volunteers, including field trip chaperones, must complete the online *Application to Volunteer*, submit a valid TB test or TB Risk Assessment with a negative result, and scan an ID with photo to complete the process PRIOR to volunteering or chaperoning. If you will be a parent driver, you will also need to complete the *Parent Driver Application* and submit a copy of your valid Driver's License and proof of insurance.

### I do not have teaching experience. Can I still volunteer?

Yes! A teaching background is not required since volunteers work under the direction for the professional staff.

Qualifications for a school volunteer are: a personal desire to help, sincere interest in students, ability to follow school procedures and policies, and a willingness to make a definite time commitment. Any necessary training will be provided by the teacher or at a volunteer workshop.

### How do I find out which volunteer position I will have?

At the beginning of each school year, you will attend the Fairwood 101 training, where we will discuss volunteer opportunities for the year. At the end of this session, you will be able to indicate your volunteer interests for the year, as well as your availability. Your volunteer assignment will be determined by your skills, interests and preferences, as well as by the needs of the school and teacher.

### I'd like to volunteer, but I can't volunteer during the school day. Can I still volunteer?

Yes! While our most critical positions are the classroom volunteer positions, you can volunteer in many other positions that allow you to volunteer before or after school hours. You may also volunteer on special school projects or with the Fairwood Alliance. The time commitment will depend on the specific project. Some opportunities would even allow you to take volunteer work home to complete at your convenience.

### Suppose I don't feel qualified to perform the assignment I have agreed to undertake. What do I do?

Feel free to speak out and seek support! We are a community, and we will always work to support all volunteers!

## FREQUENTLY ASKED QUESTIONS, Cont'd.

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### **I would like to volunteer, but I have a preschool child. Can I bring my child with me?**

No. Taking preschool children with you to school presents a liability for the school. In addition, having a very young child in a classroom interrupts class procedures, disrupts/distracts students, prevents the volunteer from giving full attention to the work the teacher has prepared. However, you can still help the school by choosing a volunteer option that fits your family needs. Another possibility is to buddy-up with another volunteer with a preschool child. One baby-sits while the other volunteers.

### **What do I do about discipline?**

Disciplinary action is the responsibility of the teachers and school. **Volunteers do not enforce discipline.** Think instruction instead of discipline. Request students to work according to the rules in the classroom. Immediately notify the teacher if there is a discipline problem.

### **My friends and neighbors will ask me about school. What may I say?**

We want you to talk about your school and your involvement; however, you may have access to “privileged” information, which must be treated as confidential. This includes information about a student’s academic progress, behavior, or a school-related incident. Privileged information is important school business and must never be discussed outside of the school. Also, remember that criticizing school personnel and school practices is not acceptable. In school, you are a professional working with other professionals. If you have a concern about a specific student or teacher, make an appointment with the school administration to discuss your concerns.

## A BILL OF RIGHTS FOR SCHOOL VOLUNTEERS

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A dedicated school volunteer has:

- ★ *The right to be treated as a co-worker*, not just as free help or as a once-in-a-while convenience.
- ★ *The right to a suitable assignment*, with consideration for personal preference, temperament, life experience, education, and employment background.
- ★ *The right to know as much about the organization as possible*: its policies, its people, and its programs.
- ★ *The right to training for the job*, thoughtfully planned and effectively presented.
- ★ *The right to sound guidance and direction* through pre-service orientation and in-service training.
- ★ *The right to continued exposure* to information about new developments.
- ★ *The right to a convenient place to work*, conducive to work, and worth of the job to be done.
- ★ *The right to a variety of experiences*, the periodic transfer from one activity to another, and the opportunity to perform special assignments.
- ★ *The right to be heard*, to have a part in planning, to feel free to make suggestions, and to ask questions and get answers.
- ★ *The right to recognition* in the form of day-by-day expressions of appreciation and special recognitions.



# Volunteer Checklist

## I have:

- Completed an online Application to Volunteer
- Submitted my field trip driver paperwork
- Completed fingerprinting through the Sunnyvale School District
- Participated in Fairwood 101 training
- Completed my volunteer position request form
- Attended my "job specific" training

## I know:

- The school layout, parking, and facilities available
- The school/classroom discipline policy
- Classroom policies, procedures, and rules
- Emergency drill procedures and safety rules
- Where and when to report to work
- Where the sign in book and volunteer badges are located
- What to do if I must be absent
- Where materials/tools for my position are kept
- What is expected of me

## Notes:



### School Contact Information

Phone Number: 408-523-8270

Address: 1110 Fairwood Ave.  
Sunnyvale, CA 94089

Principal: Rachelle Romander  
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Assistant Principal: Shana Riehl  
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