GOALS

1. To enlist and strengthen the cooperation of parents and community in the education of children.
2. To provide voluntary help to the school site and classroom teacher.
3. To better meet the needs of the children and provide enrichment experiences.
4. To develop an environment that encourages friendly communication between home, school and community.

VOLUNTEER OPPORTUNITIES
BENEFITS AND REWARDS OF VOLUNTEERING

- Sharing your special skills and interests with our students.
- Growing in your understanding of young people.
- Gaining satisfaction from assisting in the education of students.
- Getting to know the schools’ staff better.
- Set a good example of appearance and behavior.
- Be sensitive to students’ and teachers’ needs.

IMPORTANT VOLUNTEER QUALITIES

PROFESSIONALISM

- Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and procedures.

DEPENDABILITY

- Students, teachers and staff count on you and rely on the services performed by you as a volunteer. It is essential that you contact the school or Volunteer Coordinator if you are unable to volunteer on your scheduled day, so that other arrangements can be made.

CONFIDENTIALITY

- Volunteers must protect the teachers’ and students’ right to privacy. You may not disclose school affairs or personal matters which have come to your attention. Discuss student problems only with the teacher or principal.

PUNCTUALITY

- Always arrive on time for any scheduled volunteer activity. The school day is set up with specific times. If you are late, the activity may be over when you arrive.
SIGN IN and OUT

Sign in and out of the school when you volunteer. There is a Sign In/Out Sheet located in the office.

If you are volunteering at home, please keep track of your volunteer hours and turn them in to the school office.

REASONS FOR SIGNING IN and OUT

- Notifies the school that you are in the building and when you have left.
- Identifies your location in the building in case of an emergency.

VOLUNTEER BADGE

- The school provides badges for volunteers. Put on your badge when you sign in and return it when you sign out.
- All volunteers are required to wear a badge for quick identification.

ADDITIONAL INFORMATION

FRIENDS/RELATIVES

- Family members or friends are not to accompany volunteers while performing volunteer activities.

ALCOHOL/CONTROLLED SUBSTANCES

- Renaissance Public Academy policy strictly prohibits possession, use or being under the influence of alcohol or controlled substances.

SMOKING POLICY

- Renaissance Public Academy is smoke free. Please do not smoke in the school building or on the school grounds.

EMERGENCY DRILLS

- If there is a fire drill while you are at school, you need to leave the building along with the students and staff. Leave from the nearest exit or if you are in the classroom, leave with the class.
- If there is an earthquake drill, turn away from windows and seek protection under a desk or other sturdy furniture.
WORKING WITH CHILDREN

- Smile! A relaxed, friendly attitude creates the best atmosphere for learning.
- Learn students’ names and use them often.
- Use a tone of voice which will encourage them to feel confident.
- Be sincere and honest.
- Come prepared.
- Have realistic expectations; be consistent.
- Recognize that students learn best when they know what is expected of them.
- State directions in a positive way. Keep explanations short and clear.
- Accept students as individuals.
- Listen carefully to the students.
- Praise them for their successes.
- Be patient. Remember that children will always “test” adults in order to establish limits.
- **Refer disciplinary problems to the teacher when necessary.**
- **NEVER PHYSICALLY TOUCH OR MOVE A STUDENT BY FORCE** unless they are about to harm themselves or others.

GIVING GOOD INSTRUCTION

- Use words that the student understands. Check for understanding.
- Keep your voice low. As your voice gets louder, so will the child’s voice.
- Give sufficient time and warnings if necessary.
- Your rules should match the students’ ability to understand them.
- Reward good behavior with a smile or compliment.
Share your enthusiasm with others.
You can be our best recruiter of new volunteers!

THANK YOU!

The Students and Staff
THANK YOU
For your contribution of time, energy and talents towards the Enrichment of our students’ education.