



# Montclair Elementary School Volunteer Handbook

Shared Leadership...

Shared Responsibility...

Shared Accountability

## Volunteer Handbook

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**Volunteer Letter/ Mission Statement/ Shared Vision/ Success As A  
Volunteer/ Building Policies/ Volunteer Responsibilities/ Working with  
Students/ Volunteer Information Sheet**

### **Volunteer Letter**

Dear Volunteer,

Thank you for expressing the desire to volunteer at Montclair Elementary School! You are getting ready to make a vital contribution to the success of our school. We are all here to help our students learn the skills necessary to be successful. It is something that will take all of us working together to accomplish.

This handbook is designed to help you be successful in your "job" as a Montclair Elementary volunteer. We hope this information is helpful to you. If you ever have any concerns or questions, please do not hesitate to contact our school office at 868-5124.

We know that the future success and happiness of our children depends on the education they receive today. Our students will receive a better education because you volunteered your time and talents at Montclair Elementary School.

Thank you and congratulations!  
The Montclair School Staff

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## **Mission Statement**

The mission of Montclair Elementary is to empower individuals to become caring, competent, responsible citizens who value education as a lifelong process.

## **Success As A Volunteer**

As a volunteer, you will gain a feeling of satisfaction from your work because you bring with you:

### **An interest in young people**

The ideal volunteer...

- Believes in each child's ability to learn and grow
- Accepts children of all ages, abilities, backgrounds and personalities
- Recognizes that well-educated children are our greatest natural resource

### **A desire to teach, to learn, and to help**

The ideal volunteer...

- Has time and willingness to serve
- Has, or is willing to acquire, the skills and talents that can enrich the educational process
- Supports the school's efforts to educate each student to his or her potential

### **Commitment, dependability, and flexibility**

The ideal volunteer...

- Is reliable and prompt and realizes that the teacher and students count on him or her to be there
- Is capable of adjusting to the teacher's way of doing things
- Is friendly, enthusiastic, and positive
- Understands and appreciates the work of the school, staff, and the volunteer program

### **Confidentiality**

The ideal volunteer...

- Respects the confidentiality of his or her relationship to the school
  - Is careful to ensure that a child's work and behavior in school are held in confidence
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## Building Policies

- All volunteers are required to contact Betsy Evans for criteria for completing the CCS required background check.
  - All volunteers must check in at the office and sign the "Volunteer Log" each time they are here to volunteer. (This enables us to know who is in the building and where to locate people in case of emergencies.)
  - Upon signing in, volunteers will be given a badge. Badges are to be worn all the time and should be visible for all to see. All doors are locked except the front doors so badges will also be needed to gain entry into all wings.
  - Smoking or using any kind of tobacco product is prohibited on all Cumberland County Schools property.
  - Any volunteer who is injured at school should report to the office immediately.
  - Volunteers should keep all cell phones on vibrate. If you need to take a call, please step outside to do so.
  - Volunteers may not bring children with them to volunteer assignments unless otherwise approved by administration.
  - A volunteer's appearance in dress and grooming must be appropriate. You are a role model for students. Please be respectful, civil and cooperative.
  - Student Emergencies: Volunteers should contact a staff member when a student is sick or injured. Do not move injured children or provide any type of medication for students.
  - Absences: It is understood that there may be times when volunteers are not able to come to school. Volunteers can call the school and leave a message when they are unable to come in on any given day.
  - Volunteering in your child's class: Children react differently when their parents are in the classroom. Some demand more attention and some do not. You will want to discuss your role as a volunteer with your child. You may want to explain that you will not be able to give your child all of your usual attention while you are volunteering. Volunteers may also request to volunteer in other areas/classrooms. You may also help by doing volunteer work at home.
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# Volunteer Responsibilities

As an adult in the school, you will be looked up to by our children. Children naturally imitate the adults they see. This makes it important to know and observe the school and classroom rules and procedures.

## **Be Dependable**

- Reliability is one of the most important requirements of a volunteer. Remember children and staff are counting on you.
- If you can not come as scheduled, please call the school. Office staff will relay the message to the teacher/staff member. Please do not feel you must come to the school if you are sick.

## **Be Confidential**

- It is very important that you keep information about students confidential. It is important that you not discuss children or their progress with others- even with their parents. Do not make reference to children's abilities in front of other children or adults. The only person who should be told about a child's work is the teacher (in private).
- If parents ask about a child's progress, suggest in a friendly way that they contact the teacher. Most parents will appreciate your position and do so.

## **Be Flexible**

- Being able to change/alter plans and shift assignments is an advantage to both you and the teacher.

## **Be Professional**

- Be respectful of teachers and staff members. Please do not publicly question or criticize the teacher or the methods used. If you have questions about methods or programs, privately ask the teacher about them. Do not speculate with friends or appear doubtful about a teacher's judgment. If you approach the teacher directly, most questions will be answered satisfactorily.
- If, after talking to the teacher, you still have questions or concerns, please contact the principal. This effort to maintain open and honest communication will build trust and rapport between you and the school staff.

Developing a positive relationship with students will make your volunteer experience more enjoyable, as well as more beneficial.

- Be a good role model.
- Encourage students to make good choices.
- Accept and value diversity.
- Do not compare one student to another.
- If a student is difficult to work with, ask the teacher for assistance.
- Discipline is the teacher's responsibility.
- If you are not certain about an answer or method of instruction, check with the teacher. You are not expected to know all the answers.
- Stay in sight of staff when working with students. Volunteers should never be left alone with a student or a group of students.
- Do not allow yourself to be in a situation where your actions might be misconstrued.
- Relax and enjoy the students and Montclair!