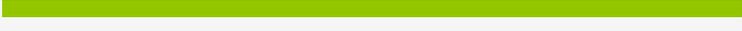




Volunteer Training

Mountain Island
Charter School



Objectives

- Become familiar with guidelines for volunteering in the classroom and around the school.
- Have strategies for how to work effectively with students.
- Be aware of safety procedures established for the various situations that may arise.

General Procedures

- All MICS volunteers must review and abide by the guidelines in this training presentation.
- Arrange a time with the teacher, staff member or committee chair person with whom you will be working. Please call the school or contact the point person should be unable to keep your volunteering appointment.
- All MICS volunteers are subject to criminal background checks.



General Procedures

- Check in at the front office and pick up a volunteer badge. When volunteering in a classroom building, you will also need to sign out a key. When signing out a key, we ask that you leave your driver's license.
- Please wear comfortable, school appropriate clothing.
- Students, teachers, staff and parents are expected to lead by example through their positive impact on and service to each other and their community. Thank you for being positive and proactive, both in and out of the school.
- The distribution of literature of any kind is not permitted.

Volunteering in Your Own Child's Classroom

- Parent vs. Classroom Volunteer balance
 - Treat your child like you would treat any other student when volunteering with students.
 - Allow your child grow as an individual.
 - Remember that this is not the appropriate time to conference with the teacher regarding your child.

Classroom “etiquette”

- Watch the teacher and model his/her strategies to provide consistency for students.
- Model behavior for the students to demonstrate.
 - Cell phones off or on vibrate (please do not answer cell phones in the classroom).
 - Limited unrelated conversations with other adults in the room.
 - We ask that siblings not be brought to school when volunteering in the classroom during instructional time or when providing supervision for students.
 - Maintain positive interactions with all students.

Interacting with students

- Respect each student.
- Be positive and encouraging.
- Reinforce positive behavior with methods that match what the teacher has modeled.
- Honor students' differing abilities. Please help the students by giving instructions or support, but please do not do the work for them.
- Encourage thinking and creativity.

Working in large groups

- Listen to instructions so you understand what is expected of the students.
- Reiterate instructions for students.
- Circulate often so you are able to monitor and redirect students as needed.
- Other tips:
 - Don't accept "I don't get it."
 - Have them re-read directions to you.
 - Find a different way to explain the task.

Working in small groups

- Review directions with the students.
- Ensure you have student attention before proceeding.
- When you give a direction, ask them to respond in some way (ex. thumbs up if they understand, thumbs down if they do not).
- If a student is not demonstrating appropriate behavior remind them of the classroom rules & consequences.

Behavior Management

- Be mindful that each teacher has his or her own methods for carrying out the school discipline plan with students.
- Allow teachers handle major discipline problems.
- Positively reinforce students who are on task.
- Standing nearby and/or asking a questions often brings a student back to the task.
- Get down to their eye level when redirecting behavior.

Serving as a Recess Monitor

- While supervising recess, think of your role as a “lifeguard”, monitoring for safe play.
 - Keep alert at all times. Be visible and circulate.
 - Attempt to anticipate potential issues.
 - Supervisors should be in groups no larger than 2 in four different areas so that all areas are covered. Parent volunteers should each be paired with a staff member.
 - It is imperative that you and your partner situate yourself in a manner that both of your backs are not to the area in which you are responsible for supervising at the same time (For instance if your partner has to attend to a student situation, position yourself in a manner that allows you to actively monitor all students in your designated area.)

Drills and Emergencies

- Volunteers are expected to follow all safety procedures, even in the event of a drill.
- When in doubt, follow the lead of the nearest staff member.
- In each room directions for emergency response are posted on the wall.
- On the following slides you will find an overview of these procedures. Should you be volunteering in a capacity where you are responsible for supervising students, please be sure to read through the classroom flipbook prior to your first supervisory opportunity.



GENERAL RESPONSE

ALERT

- If danger is present and imminent or injuries appear life-threatening, call 911.
- If danger is present but passive or injuries do not appear life-threatening, call the office.
 - Office will secure a first responder and contact school leadership.
- When in doubt, call 911, and then call the office.

ASSIST

- Assist others to safety and/or care for any injured person(s) until help arrives.

DECIDE

- Decide if other response options are necessary, and contact office to alert, if needed.

LOCKDOWN

GATHER

- Gather students, emergency kit, red card and any other necessary items.

LOCK-BLOCK-HIDE

- Lock and block the door. Keep blinds open and door windows clear. Hide.

DECIDE

- Decide if other action is necessary such as displaying red card(s), calling 911 with information, reattempting evacuation or taking other action to protect yourself and others.



SHELTER IN PLACE

GATHER

- Gather students, emergency kit, red card and any other necessary items.

POSITION

- Move students to the hallway and into the “duck and cover” position.

DECIDE

- Decide if other action is necessary such as displaying red card, calling 911, etc.

EVACUATION

GATHER

- Gather students, emergency kit, red card and any other necessary items.

EXIT

- Follow pre-planned route, unless another route seems safer.

DECIDE

- Decide if other action is necessary such as displaying red card, finding an alternate location to gather, etc.

If needed, call 911 to alert authorities of your location.

Background Checks

- Volunteers must show ID upon arrival to school during each visit during school hours.
- Volunteers seeking to serve as a chaperone for overnight field trips and other school activities to be determined by the school will be required to undergo an additional phase of the background check process.



Volunteer Opportunities

Here are a few examples of ways that you can support MICS as a volunteer...

- Classroom – see your child’s teacher(s)
- Parent Teacher Organization (PTO)
- Media Center: Helpers needed throughout the year to help add new books to the shelves, check out books to students, and shelve returned materials.
- Front office: Assisting with mailings and other organizational/clerical tasks as needed.
- Athletic Home Competitions