



LU VERNE

VOLUNTEER HANDBOOK

Moto: Respect, Integrity, Students first, Excellence - RISE

Mission: At Corwith-Wesley-Lu Verne Elementary, in partnership with our families and communities, we ensure ALL students grow socially, emotionally, and academically toward college and career readiness.

Vision: We are committed to providing a safe and nurturing learning environment with a positive growth mindset in the following ways:

- Work together interdependently in collaborative teams.
- Set high achievable standards for every student.
- Building character by encouraging a positive school climate.
- Provide real world experiences that promote lifelong learning.

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Janie Eischen, Director of Teaching and Learning, [405 Hanna Ave, Lu Verne, IA 50560](mailto:jeischen@algona.k12.ia.us), 515-882-3357, jeischen@algona.k12.ia.us

CWL VOLUNTEER PROGRAM

MISSION STATEMENT

The CWL Volunteer Program exists to enhance the effective use of teacher/coaches in the classroom and coaches in the activity program, to broaden the educational experiences of CWL students, and to generate a greater community involvement.

The district requires that volunteers must undergo a background check (for the safety of our students). We are looking to do this once per year so if you are interested in volunteering we ask that you contact the Lu Verne Elementary office so we can get the forms out to you no later than September 15 of each year.

Volunteers are used to benefit and enhance the educational process with the CWL Community Schools. Therefore, volunteers must be requested by the staff member, the request for services must be approved by the administration and complete a background check. Denial of services requested or denial of approval of the individual volunteering may at times be appropriate due to the nature of the school program, the liability potential, or the failure of the volunteer to be in harmony with the needs or expectations of the particular school program.

EXPECTATIONS OF VOLUNTEERS

The volunteer will –

1. Be prompt and dependable giving a 24-hour advance notice of impending absence whenever possible.
2. Be willing to accept direction and constructive criticism.
3. Understand that any information to which he/she has access in the school or classroom is confidential.
4. Accept the fact the teacher/coach is the professional educator and the volunteer is to be supplementary in nature. The teacher/coach is responsible for content and techniques.
5. Encourage and try to motivate students to perform the tasks at hand.

6. Participate in training.
7. Be neat in appearance and dressed for the occasion.
8. Be willing to work under the supervision of a teacher/coach and other members of the school staff.
9. Never express differences of opinion or dissatisfaction in the presence of students.
10. Communicate with the volunteer coordinator concerning any problems or personal conflicts.
11. Work within the rules of the school and the procedures of the Volunteer Program.
12. Seek to find short, periodic planning periods with the teacher/coach either in person or on the telephone.
13. Be warm, friendly, and courteous.
14. Assist the teacher/coach in a non-teaching/coaching capacity under the supervision of the teacher/coach.
15. Do non-teaching/coaching tasks as requested by the teacher/coach.

DUTIES VOLUNTEERS WILL NOT PERFORM

Volunteers will not –

1. Administer discipline.
2. Supervise activities without certified staff present.
3. Record grades.
4. Take information from cumulative folders or permanent records.
5. Interrogate students or investigate behavioral problems.
6. Teach or coach without direction from supervising teacher/coach.

WHAT THE VOLUNTEER CAN EXPECT

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Janie Eischen, Director of Teaching and Learning, [405 Hanna Ave, Lu Verne, IA 50560](mailto:jeischen@algona.k12.ia.us), 515-882-3357, jeischen@algona.k12.ia.us

The teacher/coach will –

1. Provide specific instructions for assigned tasks.
2. Provide space for the volunteer to perform tasks.
3. Provide materials and equipment needed to perform tasks.
4. Explain rules and regulations regarding student conduct and procedures in the classroom and activity program.
5. Provide advance notice to the volunteer when services aren't needed.
6. Provide feedback to the volunteer so he/she knows how well tasks are being done.
7. Organized the day so there are short periodic planning periods with the school volunteer.
8. Express appreciation to the school volunteers.
9. Help make volunteering a rewarding experience.

SUGGESTED VOLUNTEER SERVICES

I. One-to One Activities

- _____ Help low readers
- _____ Help with make-up work
- _____ Read test to students with low reading ability
- _____ Help individual students with problems reading
- _____ Mentor tutors
- _____ Assist in assigned one person drills by returning ball, etc.

II. Small Group Activities

- _____ Resource person in specialized area
- _____ Supervise small group activities with teacher/coach in the room
- _____ Panel Discussion

III. Large Group Activities

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Janie Eischen, Director of Teaching and Learning, [405 Hanna Ave, Lu Verne, IA 50560](mailto:jeischen@algona.k12.ia.us), 515-882-3357, jeischen@algona.k12.ia.us

- _____ Resource person
- _____ Help monitor test
- _____ Panel discussion
- _____ Assist in media center
- _____ Assist in assigned group drill by returning ball, etc.

IV. Clerical duties (home/school)

- _____ Type tests and worksheets
- _____ Grade objective tests
- _____ Purchase FCS groceries
- _____ Clipping service
- _____ Assist in keeping records, charts, statistics at practices/games

ESSENTIAL INFORMATION FOR SCHOOL VOLUNTEERS

1. Dress code – volunteers, like all school staff members are encouraged to dress professionally and according to the activities to be performed.
2. Telephones – personal calls are discouraged from school, but allowed in an emergency
3. Know the procedure for fire drills and tornado drills. Procedures for each room are different.
4. Use of tobacco is not allowed in our schools.
5. Volunteers are welcomed to eat at the school. They should follow the same procedures and price structures as the teacher/coach and aides/associates.
6. Work is to be completed in the area designated by the teacher/coach.

VOLUNTEER SELF-EVALUATION

1. _____ Am I discreet and tactful in working with children and teacher/coaches?
2. _____ Am I effective in helping children who are having problems?
3. _____ Do I observe the rules of confidentiality?
4. _____ Am I prompt and reliable?
5. _____ Do I accept suggestions and criticism?
6. _____ Do I make an effort to learn by observing teacher/coaches and students?
7. _____ Do I share with teacher/coach my skills and interests which may be useful?
8. _____ Do I make suggestions on how I could help further?
9. _____ Do I avoid criticism of a student, teacher/coach, and the school?
10. _____ Am I following the directions given to me by my supervisor?
11. _____ Do I communicate with the students, the teacher/coaches, and others at the school?
12. _____ Am I following the teacher/coaches' instructional method and classroom management system?

SCHOOL VOLUNTEER PROGRAM EVALUATION

The purpose of the form is to gather information that will be used to modify and improve the School Volunteer Program. Your comments will serve as valuable input to the process.

1. I what capacity did you utilize school volunteers during the school year?

2. In what ways was the school volunteer helpful?

3. Suggestions to improve:

A. Placement of volunteers: _____

B. Training of volunteers: _____

C. Effectiveness of volunteers: _____

D. Scope of volunteer services: _____

4. Do you plan to utilize volunteer help in the next school year? _____

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Janie Eischen, Director of Teaching and Learning, [405 Hanna Ave, Lu Verne, IA 50560](mailto:jeischen@algona.k12.ia.us), 515-882-3357, jeischen@algona.k12.ia.us

5. Other comments: (Use an additional page if necessary)

APPLICATION FOR SCHOOL VOLUNTEER
(All applicants must undergo a background check)

Name _____ Date _____

Address _____ Phone _____

Volunteer Duties Preferred: (Please check areas that you are interested in working)

- | | |
|---|---|
| <input type="checkbox"/> working with 1 child | <input type="checkbox"/> library help |
| <input type="checkbox"/> working with small groups | <input type="checkbox"/> general classroom assistance |
| <input type="checkbox"/> typing, correcting papers | <input type="checkbox"/> reading tutor |
| <input type="checkbox"/> cutting, pasting, creating | <input type="checkbox"/> math tutor |
| <input type="checkbox"/> work at home | <input type="checkbox"/> special education |
| <input type="checkbox"/> gifted and talented | <input type="checkbox"/> bilingual education |
| <input type="checkbox"/> coaching | <input type="checkbox"/> Other activity programs |
| <input type="checkbox"/> classroom resource | <input type="checkbox"/> Mentor |

Grade level preferred: _____

Sport interested in helping with: _____

Other: _____

Special skills or training: _____

Special interests or hobbies: _____

Time available: Daily Weekly
 Alternate days Other

Hours of availability:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Please add any comments that will help place you in an appropriate setting. Use the back if necessary.

TEACHER/COACH'S REQUEST FOR VOLUNTEER SERVICE

Name _____

Please tell how you would use a volunteer (subject area and number of students) and when you would need a volunteer (everyday, once a week, etc.).

All policies of Non-discrimination Equal Opportunity apply.