

**GREENWOOD LAKE
UNION FREE SCHOOL DISTRICT**

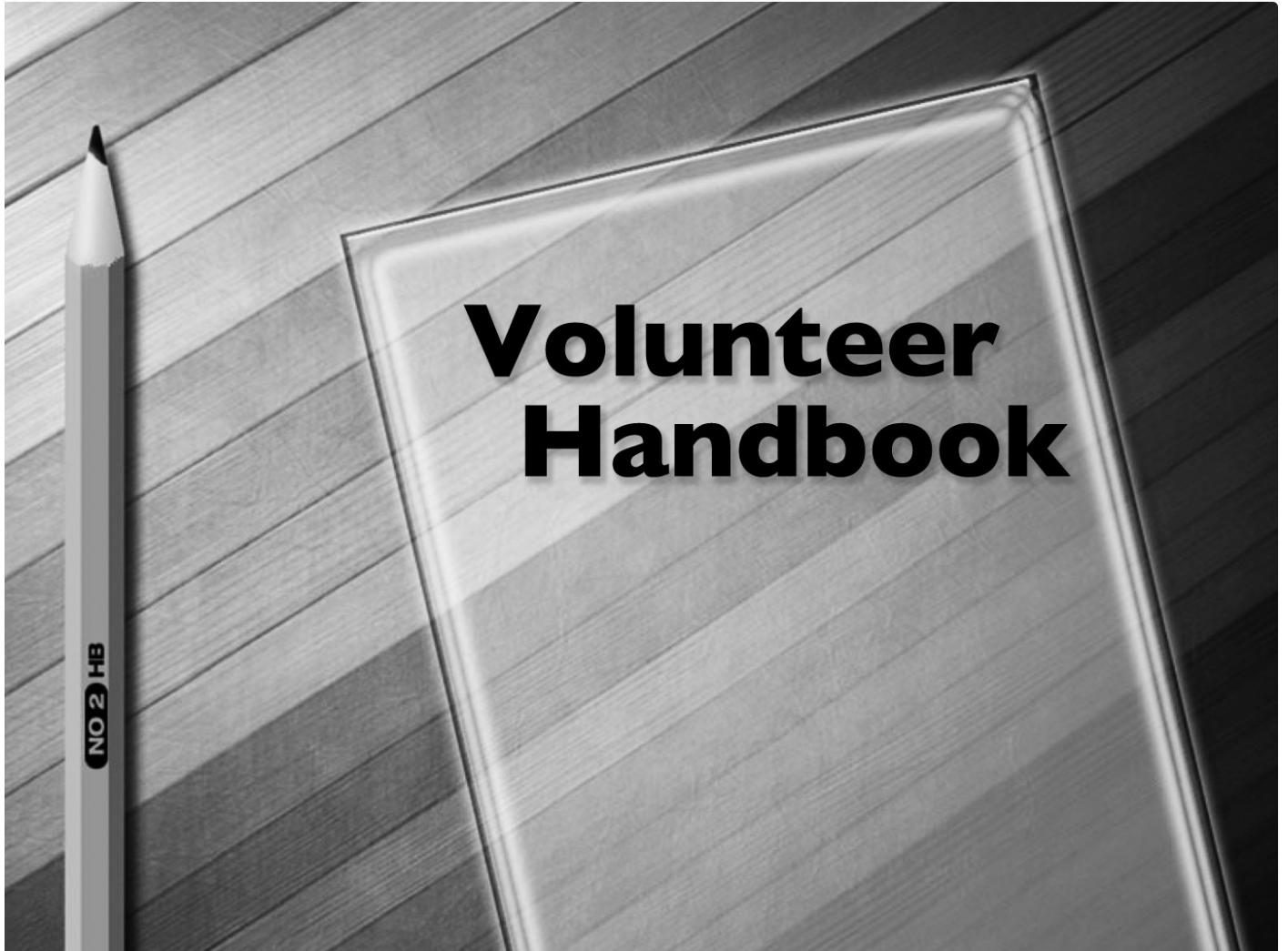


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GREENWOOD LAKE UNION FREE SCHOOL DISTRICT

P.O. BOX 8

GREENWOOD LAKE, NEW YORK 10925

(845) 782-8678 FAX: (845) 782-8582

Website: www.gwlufsd.org

Office of the Superintendent

Dear Parents and Guardians,

During the 13/14 academic years, Dr. Craig Onofry (Interim Superintendent for GWL UFSD) led a committee of parents who wished to assist in our schools throughout the year in various capacities. This resulted in a volunteer handbook and application, which was adopted by our Board of Education last spring.

If you are interested in being a volunteer in our school district, please review our parent volunteer handbook and fill out the attached application. Please return this application to your child's building principal. As the need arises, Mrs. Boller, Mr. Lawrence, Mrs. Hadden or I will reach out to you for your support.

You have my best wishes for a positive and rewarding experience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christine Ackerman', with a long horizontal flourish extending to the right.

Christine Ackerman
Superintendent

Goals of the Volunteer Program

The goal of our volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Relieve teachers and support personnel of some non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and children's learning opportunities
- Provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide
- Promote a school-home-community partnership for quality education
- Enhance the total education Experience for all

Greenwood Lake Union Free School District volunteers . . .

- Recognize that well-educated children are our greatest natural resource
- Have good health and moral character
- Are willing to accept direct supervision
- Understand and appreciate the work of the school staff
- Understand the importance of confidentiality and proper decorum

Every Volunteer Must Register

Every volunteer in the Greenwood Lake Union Free School District must complete a Volunteer Application Form (page 14) and be cleared before he/she begins work.

It is imperative that each volunteer understands their responsibilities and limitations. Volunteers must be aware of and agree to abide by all district volunteer policies and regulations. Please read the handbook carefully before signing the Volunteer Agreement on page 15.

Some people who have been convicted of a crime should not be working with children. For this reason, we ask volunteers to explain the nature of any crimes for which they were convicted. Clearance through the national registry for sex offenders is also expected.

Every Volunteer Must Sign In

Every volunteer must sign in and out at the school office each time he/she comes on campus to volunteer. The District must have a record showing the days and hours each volunteer works. For security reasons and in case of an emergency, it is important for administrators to know who is on campus and why.

Definitions and Process

Visitors

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day or perform temporary, contractual and/or substitute service in which they receive payment.

Examples of a visitor include, but are not limited to, a district employee from another location, substitute and temporary employees, third-party contracted personnel, parents picking up students or meeting with a teacher, and community members meeting with school personnel.

Visitor Responsibility

1. Sign in and receive a visitor badge each time you visit. District employees must sign in at each visit and wear their employee ID badge.
2. Wear the badge so it is visible at all times during each visit.
3. Sign out and return the visitor badge at the end of each visit.
4. Do not perform volunteer services.

School Responsibility

1. Ensure visitor signs in and out at each visit.
2. Ensure visitor receives and returns a visitor badge at each visit. District employees must wear their employee ID badge.
3. Ensure the visitor does not perform volunteer services.

Volunteers

A volunteer is an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered.

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.

We ask that volunteers read the guidelines for volunteers and the procedures and responsibilities specific to the category (parent, stepparent, legal guardian, grandparent, community volunteer, volunteer coach or chaperone) into which they fall.

Parent, Step-Parent, Grandparent or Legal Guardian

A parent, step-parent or legal guardian of a student at the school where the parent, step-parent or legal guardian wishes to volunteer must adhere to the Parent, Step-Parent or Legal Guardian responsibilities. Fingerprinting is not required. A parent, step-parent or legal guardian who wishes to volunteer at a school not attended by their child must adhere to the Community Volunteer responsibilities.

Parent, Step-Parent or Legal Guardian Responsibility

1. Review the Volunteer Handbook.
2. Complete the volunteer application and submit to school office.

3. Sign a Volunteer Agreement annually as long as your child continues to attend the same school where the agreement was signed.
4. Sign in at each visit and receive a volunteer badge.
5. Wear the volunteer badge so it is visible at all times throughout each visit.
6. Must remain in sight of certified staff at all times.
7. Sign out at the end of each visit and return the volunteer badge.

School Responsibility

The school will adhere to the following steps with respect to parent, step-parent or legal guardian volunteers:

1. Provide parent or legal guardian a Volunteer Handbook.
 2. Obtain the completed Volunteer Application from the parent, step-parent or legal guardian.
 3. Obtain the signed Volunteer Agreement from the parent, step-parent or legal guardian annually. The school is required to keep this agreement on-site for one year after the volunteer concludes his/her volunteer activities.
 4. Input parent, step-parent or legal guardian volunteer into the Volunteer Database.
 5. Provide supervision and direction for the volunteer.
 6. Ensure the parent, step-parent or legal guardian volunteer signs in and out at each visit.
 7. Ensure the parent, step-parent or legal guardian volunteer receives and returns a volunteer badge at each visit.
-

Community Volunteer or Volunteer Coach

An individual who is not the parent, step-parent, legal guardian or grandparent of a student at the child's school must adhere to the procedures outlined in this section prior to volunteering at a school.

Examples of this category may include a relative of a student, such as an aunt or uncle, business partners, community members, or a parent who volunteers at a school that his/her student does not attend. Finger printing will be necessary in cases whereby the volunteer is alone with children on a regular basis (i.e. coaching).

Community Volunteer or Volunteer Coach Responsibility

1. Review the Volunteer Handbook.
2. Complete the Volunteer Application and submit to school office.
3. Sign a Volunteer Agreement annually as long as you wish to volunteer at the same school where the agreement was signed.
4. Undergo a criminal background check and fingerprinting before beginning duties and, subsequently, before volunteering at a new/different location.
5. Sign in at each visit and receive a volunteer badge.
6. Wear the volunteer badge so it is visible at all times throughout each visit.
7. Sign out at the end of each visit and return the volunteer badge.
8. Follow the direction of the Coach or staff.

School Responsibility

1. Provide community volunteer or volunteer coach with a Volunteer Handbook.
2. Obtain the completed Volunteer Application from the community volunteer or volunteer coach.
3. Obtain the signed Volunteer Agreement from the community volunteer or volunteer coach annually.
4. Complete a Personnel Action Form and send to Human Resources along with a copy of the Volunteer Application.
5. Before allowing the individual to volunteer, wait to be notified that the volunteer has been cleared.
6. Input the community volunteer or volunteer coach into Volunteer Database.
7. Provide supervision and direction for the volunteer.
8. Ensure that the community volunteer or volunteer coach signs in and out at each visit.
9. Ensure that the community volunteer or volunteer coach receives and returns a volunteer badge at each visit.

Chaperone

Any individual (parent, step-parent, legal guardian, grandparent, relative) who wishes to attend an overnight field trip or attend a daytime field trip out of the sight of certified staff must adhere to the procedures outlined in this section prior to participating on the field trip. Background check is required.

Chaperone Responsibility

1. Review the Volunteer Handbook.
2. Complete and sign a Volunteer Application and Agreement and submit to school office.
3. Sign in at the office at the beginning of the field trip.
4. Sign out at the office at the conclusion of the field trip.

Chaperone Responsibility During Field Trips

1. Parent/guardian will be required to watch a group of children.
2. Parent/guardian must assist the teacher in whatever is asked to ensure the safety and well-being of the children.
3. If room allows, parent/guardian must be able to ride the school bus both to and from the field trip event.
4. Parents/guardians must never leave children unaccompanied (e.g., to take a child to the bathroom, etc.).
5. Parents/guardians must maintain confidentiality and never disclose information regarding a student(s) to any third person.

School Responsibility

1. Provide chaperone with a Volunteer Handbook.
2. Obtain the signed Volunteer Application and Volunteer Agreement from the chaperone. School is required to keep the Volunteer Agreement on-site for one year after the chaperone concludes his/her volunteer activities.
3. Input the chaperone into Volunteer Database.
4. Provide supervision and direction for the volunteer.

Volunteer Opportunities

The Greenwood Lake Union Free School District offers a wide variety of volunteer opportunities working with the children as well as jobs for those who prefer not to work directly with students. Volunteers choose the jobs that interest them and decide how many hours and days they wish to contribute. School approval of the volunteer action is necessary. Here is a sampling of volunteer opportunities.

Classroom Instructional Volunteer

Work directly with individual or small groups of students. Listens to students read, reinforces basic math skills, or assists students with written assignments.

Classroom Assistance Volunteer

Works with a teacher and performs tasks such as putting up bulletin boards, correcting papers, photocopying and other jobs that will provide the teacher with more time to plan and teach students.

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Office Clerical Assistance

Works with the school office staff to provide support and assistance with duties such as sorting mail, answering the phone and photocopying.

Library/Media Volunteer

Works with the media specialist by repairing and shelving books, doing clerical work or preparing bulletin boards and displays. Volunteers may choose to work directly with students helping them to locate and use library materials.

Volunteer Guidelines

Supervision of Volunteers

Volunteers always work under the direct supervision of the professional staff at each site and only with those teachers who have requested the services of the volunteer. The District is responsible for the education, safety and well being of each student. For this reason, you can understand why the teacher, principal or district official must dismiss any volunteer whose actions are not in the best interest of the school or students.

Confidentiality

As you work with the staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them. Like teachers, volunteers are bound by code of ethics to keep confidential matters with the school.

Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. Keep this confidential. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation in private with the teacher or principal.

FERPA guidelines must be adhered to at all times.

Termination of Services

The District maintains the right to terminate the services of any volunteer as deemed appropriate by the District.

Child Abuse/CPS

New York State Law requires school personnel (any district employee or any other person who has responsibility for the care or treatment of a minor) to report any case of suspected child abuse to Child Protective Services (CPS) at 1-800-342-3720. Volunteers should contact the principal and/or nurse for reporting procedures.

Discipline

Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.

Restrooms

Staff restrooms are available for volunteers. Please do not use student restrooms.

Volunteers are never allowed to enter a bathroom with a child.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and given permission for the volunteer to do so.

Dress and Behavior

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that attire be neat and conservative. Your appearance should attract no undue attention. Keep in mind you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow. Compliance with the District's Civility Policy is expected at all times.

Health

If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. You'll accomplish more in the long run if you allow yourself time to recuperate. Please call to let the teachers know you won't be coming in at your scheduled time. Schools are particularly concerned about keeping students and staff healthy. This is another reason to stay away from school if you have a contagious illness.

Your Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, front office, media center or health office, the staff and students quickly become dependent upon volunteer assistance. Don't promise to

volunteer more time than you will be able to follow through with. It's better to start out with a few hours a week and gradually increase if you find you have the additional time.

Dependability

We know there will be times when you will be ill, on vacation or unable to volunteer. Please telephone the school office and leave a message for the teacher or staff member with whom you work as far in advance as possible when you are unable to volunteer.

School Rules

Become familiar with the rules and policies of the school where you volunteer. It's a good idea to read through the school's handbook. Ask your supervising teacher to explain the school's policy for use of telephones, cell phones, eating facilities, fire drills and emergency procedures. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising teacher for future guidance.

Volunteers may NOT

- Provide the curriculum or teaching plan
- Discipline students
- Take charge of the classroom for any length of time
- Access materials in the student's permanent or electronic records files (psychological records, grade cards, health history, etc.)
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss students, and/or progress with parent or community members
- Drive district vehicles
- Give any food or medications to students
- Give advertisements or fund solicitations

Working with Staff

The staff appreciates your willingness to be a part of the educational team. Teachers and support personnel will continue to depend upon your assistance.

Here are some tips for working effectively with the staff.

Getting to know you

Let the staff know what types of jobs you are interested in doing and what your special skills are so they can utilize your talents.

A new experience for you, and perhaps for the teacher

If you've never been a school volunteer before, you'll find that there are many new and exciting things to learn about the job. Please be aware that some staff members have never had an opportunity to work with volunteers before. This will be a new experience for them too, as they learn how to utilize the services of a volunteer.

Be a good communicator

The staff will welcome your questions and comments. If you don't understand something, please ask. Volunteering should be an enjoyable and rewarding job. If you are unhappy or concerned about something, discuss the situation with your supervisor.

Routine tasks are important

The staff often relies upon volunteers to do the "routine" jobs such as photocopying and organizing materials. Because volunteers are able to assist with these jobs, teachers are able to spend more time working with students or planning for quality instruction.

We all have different ways of doing things

When you are assigned a task, be sure you know exactly how the teacher wants the job done. Ask for clear directions and, if necessary, ask that the teacher give you samples or demonstrate how tasks are to be performed.

Try something new

The opportunity to learn new skills is one of the benefits of being a school volunteer. Be willing to try new tasks assigned by the staff, but accept only as much responsibility as you feel comfortable with.

Be reliable

Come when you say you will. Give the office as much notice as possible when you won't be available at your scheduled time.

Working with Students

Call students by name at each opportunity. A child's name is very important. Make every effort to pronounce and spell each child's name correctly. Avoid giving or using nicknames.

Observe the techniques used by the teacher. Try to model these instructional methods when working with students.

Accept children as they are. Each child is unique and may be very different from your own child. Be ready to accept the differences in background, values and aspirations.

Encourage and praise students. Your positive words of encouragement will go a long way in helping students feel good about themselves even when they are having difficulty. Be ready to praise children for even the smallest successes! Let each child know that you care about him/her through the use of verbal affirmation. Younger children may also enjoy stars, stickers, stamps, etc. You and the teacher should discuss the use of these motivational materials.

Children never forget. If you promise them something, be prepared to keep the promise. Be careful not to make promises that you will be unable to keep.

Encourage students to do their own thinking. Try not to give students the answers before they have had an opportunity to solve problems on their own. Give children plenty of time to answer your questions. Silence often means that a child is thinking. Beware of the occasional student who may try to get you to do their work for them.

Follow the teacher's lead. Be consistent with the teacher's rules for classroom behavior. Remember the teacher is always available and ready to handle discipline problems.

Reinforce good behavior. When children are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, do not pay attention to a child who shows minor misbehavior problems, but do note the things the child is doing well and praise him/her for it.

It's OK if you don't know all the answers. Admit to the children that you don't know the answer or aren't sure what to do. Work the answers out together with students or feel free to ask the teacher for assistance.

Keep students on task. You'll want the children to learn as much as possible during the time they spend with you. Keep the lesson or activity moving; avoid letting anyone get the group off the task by discussing topics that have nothing to do with the lesson.

Supervise students carefully. Under no circumstances should you leave students without supervision. Be aware of what students are doing at all times.

Your first few days

Starting a new job is exciting and can sometimes be a bit frightening. The first days are usually the busiest because there are so many new people to meet and things to learn about. As you become familiar with the school and your assignment, you will feel more at home. Here are some suggestions.

Set up a time to meet with the supervising teacher

When you meet with your supervising teacher, plan to discuss the teacher/volunteer conference checklist. If you have any questions or concerns, add them to the list now so you won't forget to bring them up at the conference. You may want to take a tour of the building with your supervising teacher so you'll learn your way around and will have an opportunity to be introduced to key staff members.

Take time to observe

If you'll be working with students, the first day or two in the classroom will probably be best spent in observing the teacher and children. You'll become familiar with the teaching style your supervising teacher uses. You'll see what acceptable behavior is for students and what is not, how much freedom is allowed, and what the daily routine is like. While you are observing, you can also work on various tasks, such as correcting papers, filing, or preparing learning materials.

Teacher/Volunteer Conference Checklist

Plan to discuss these topics when you meet with the teacher

- Days and times you will work
- How you will let the teacher know if you are unable to work at your assigned time
- Alternate plan when the teacher is absent and a substitute teacher is in charge of the class
- How the teacher will tell you of the days' assignment (plan book, folder, note, etc.)
- How you will tell the teacher what you have accomplished during the day, performance of student with whom you have worked, need for materials, etc.
- A safe and secure place to leave your personal belongings
- Location of materials and workspace for your use
- Classroom rules and teacher's discipline policy
- Procedure for letting the teacher know when a child is having a discipline problem that requires his/her attention
- Daily class schedule
- Alternate plans if a student with whom you work is absent
- Student roll and/or seating chart
- Other questions or concerns

Volunteers represent the school and the District

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and community. Students, their parents and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs.

Sometimes the community hears about the negative aspects of education or stories about the few students who misbehave. Because of your volunteer experience, you'll be able to share the many positive things that students and staff are doing. You'll have an opportunity to let the community know what's going right in their schools. Please remember not to share confidential information.



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VOLUNTEER AND/OR CHAPERONE APPLICATION

Parent Step-parent Legal Guardian Grandparent Chaperone Community Coach

Last Name First Name Middle Initial

Street Address City State Zip Code

Telephone Cell Phone E-mail Address

School you wish to volunteer at: _____

Does your child attend this school? Yes No Child's first and last name _____

Have you previously been employed by the Greenwood Lake UFSD? Yes No

If so, indicate dates, location & position _____

Have you previously volunteered for Greenwood Lake UFSD? Yes No

If so, indicate dates, location & position _____

Because of the tremendous responsibility Greenwood Lake Union Free School District has to its school children and community, the following information is required from all volunteers regarding convictions.* A record of conviction does not prohibit volunteering however, failure to complete this form accurately and completely can mean disqualification from becoming a volunteer, or can be cause for consideration for dismissal if accepted for volunteer service.

*Conviction means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, if NY state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment that has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

Carefully read and answer the following questions:

Have you ever been convicted, pled guilty or "no contest" to any offense in a court of law? Yes No

Have you ever been convicted of a sex, alcohol or drug-related offense? Yes No

Have you ever been convicted of a dangerous crime against children as defined in NYS Law 13.604.01**? Yes No

**Crimes defined as second-degree murder, aggravated assault, sexual assault of a child, sexual conduct with a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

If any of the questions above are answered Yes, please fill in the information below:

Conviction charge: _____

Dates of Conviction: _____ City: _____ State: _____

Jail: Yes No Probation: Yes No Length: _____

Remarks: _____

References: Please list Two (2) References

Please read carefully & sign below in order to serve as a volunteer and/or chaperone

I certify that the information presented in this application is true, accurate and complete. I authorize the investigation of all statements contained in this application. I understand that misrepresentation, falsification or omission of pertinent facts will cause forfeiture on my part of all eligibility to serve as a volunteer and /or chaperone.

Signature

Date



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VOLUNTEER AND/OR CHAPERONE AGREEMENT

I hereby acknowledge that I have received a copy of the Greenwood Lake Union Free School District Volunteer Handbook and that I have read and will abide by its contents and all other applicable Greenwood Lake Union Free School District policies and procedures.

I understand that, as a volunteer, I am not compensated for any services, including wages and insurance. I further understand that I have the right to terminate my arrangement at any time with or without cause, and the Greenwood Lake Union Free School District has a similar right.

I make this Agreement in order to provide and to be authorized to perform the following uncompensated services to the Greenwood Lake Union Free School District:

- I am 18 years of age or older and know of no reason which would prevent me from performing the tasks required as detailed in the Volunteer Job Description, or that I am presently a student enrolled in the Greenwood Lake Union Free School District (or one of the receiving high schools).
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the will and ability to perform them.
- I assume full responsibility for my own safety and the safety of others.
- That I will perform the volunteer service in compliance with the standards and specifications established or approved, by the District, and will honor the direction of District official, to suspend or terminate service.

As a volunteer, I agree to abide by the following code of conduct:

- Immediately upon arrival I will sign in at the front office or desinated sign in station.
- I will wear a volunteer identification badge at all times.
- I will use only adult bathroom facilities.
- I agree to never to be alone with individual students without authorization of teachers and/or school authorities.
- I will not solicit outside contact with students.
- I agree not to exchange telephone numbers, home address, e-mail address (including socil network information) with students for any purpose.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers or school administrators.
- I agree not to transport students.
- I will not disclose, use or disseminate students photographs or personal information about students, self or others.
- I agree not to post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- I agree not to photograph or record students with any audio visual and/or electronic device.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

All school district personnel are required by law to report suspected child abuse. Failure to do so is a crime. This applies to all employees and volunteers when acting in the scope of their work with Greenwood Lake Union Free School District. If abuse is suspected, contact the principal and or nurse for reporting procedures.

PRINTED Last Name	First Name	Middle Initial
Signature		Date