

**BALL'S BLUFF ELEMENTARY SCHOOL  
PARENT VOLUNTEER HANDBOOK  
2011 - 2012**



**BALL'S BLUFF ELEMENTARY SCHOOL  
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**BALL'S BLUFF ELEMENTARY SCHOOL  
VOLUNTEER PROGRAM  
2011 - 2012**

Ball's Bluff Elementary School's volunteer program has a primary goal of helping the school provide the best possible education for our students. You may volunteer in the classroom, office, library, cafeteria, or assist with the planning and implementation of PTA sponsored events.







There are many opportunities to:

- ❖ Provide assistance to children in curriculum areas such as reading, math, writing, and other areas of special need.
- ❖ Relieve teachers and staff of clerical or routine work.
- ❖ Effectively enlarge staff size so as to permit instructional strategies essential to individualization.
- ❖ Enrich and supplement the school program by bringing in special skills, talents, and experiences from community members.
- ❖ Provide greater opportunity for the positive relationships between children and adults which can contribute to improved student self-image.
- ❖ Increase community knowledge and understanding of the school programs and improve school-community communications.







## BENEFITS FOR ALL






### FOR THE VOLUNTEERS:

-  To give volunteers the opportunity to share with the students.
-  To learn more about the educational system.
-  To contribute more to the community.
-  To meet new people.
-  To learn new skills.
-  To have fun!





### FOR THE SCHOOL:

-  To obtain skills and services which might not otherwise be available.
-  To provide a continuous public relations system from the school through the volunteers to the community to create a greater understanding and support of educational needs and goals.
-  To bring the school, home, business, and community together as partners in education by providing a vehicle for involvement.
-  To develop an environment that encourages friendly two-way communication between home and school.

### FOR THE TEACHERS:

-  To have more time to devote to the professional aspects of teaching.
-  To have time to learn more about the individual child.
-  To carry school learning over into the home.
-  To provide an atmosphere where volunteers, teachers, and children learn from each other.
-  To give children an opportunity to perform successfully in school because of volunteer assistance in the classroom.

### FOR THE STUDENTS:

-  To build self-esteem in children.
-  To encourage a positive attitude about school.
-  To provide the opportunity for students to get individual assistance.
-  To provide the opportunity for students to be exposed to many different resources, socio-economic, ethnic, generational, and racial backgrounds.

## REQUIREMENTS

Volunteers are people in the community who share their time, talents, skills, and most of all, themselves, with the children of Ball's Bluff Elementary School. They are men and women of all ages and from all walks of life who want to help the school provide quality education for all children and who have time to donate to school services.



A **TB screening** must be on file before you may volunteer or chaperone.

Volunteers needing to be screened can go to the Loudoun County Health Department at 102 Heritage Way NE, Leesburg (Phone: 703-771-5813). The cost of the screening is \$14.70.



No special background is required.



Special skills and talents are not necessary.



Essential requirements for the job:



A genuine love for children



Some free time



A willingness to work under professional supervision.



Please sign in and out in the school office each time you volunteer.



Please wear a volunteer badge while volunteering.



If you do not have a child attending Ball's Bluff Elementary, please be sure we have on file your name, address, telephone number, and a name of a person to notify in case of an emergency



Pre-school children may not accompany volunteers when assisting with the instructional program or parties.



## WAYS VOLUNTEERS MAY HELP

1. Tell stories to children
2. Listen to children read
3. Conduct flash card drills
4. Provide individual help
5. Assist in learning centers
6. Set up learning centers
7. Help contact parents
8. Reproduce materials
9. Work in clinic or library
10. Chaperone field trips
11. Practice vocabulary
12. Make instructional games
13. Play instructional games
14. Assist with vision & dental screening
15. Prepare visual materials
16. Assist with technology
17. Help with book fair
18. Help with field days
19. Make props for plays
20. Assist with special events
21. Gather resource materials
22. Set up experiments
23. Prepare bulletin boards
24. Assist with clerical duties
25. Serve as a room parent
26. Discuss careers or hobbies
27. Volunteer as a mentor
28. Drill spelling words
29. Help with handwriting practice
30. Help with the writing process
31. Share local history
32. Help prepare assembly programs
33. Sponsor Odyssey of the Mind
34. Share different cultural backgrounds



## RESPONSIBILITIES AND OBLIGATIONS OF THE VOLUNTEER



Be on time on your assigned day. The teacher and children will be counting on you. If you must be absent, call the school secretary as early as possible.



Be discreet. Treat all information as confidential. Make no statements regarding children, personnel, or school programs outside the school.



Be willing to serve under professional supervision and direction.



Be capable of adjusting to the teacher's way of doing things, following his/her directions at all times.



Discuss any problems with the teacher, principal, or volunteer coordinator.



Become familiar with school and classroom rules and routines.



A volunteer is never considered a substitute for a member of the school staff.



Notify the volunteer coordinator if you must terminate your service.

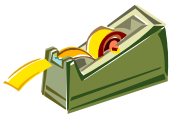


Work toward a team relationship and an environment that encourages understanding and cooperation through communication.

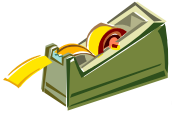


## ONLY A TEACHER CAN DO SOME THINGS

It is important to remember that as the teacher plans activities and tasks for you, there are guidelines that he/she must follow. No matter how much volunteer assistance you are able to give or how valued the assistance may be, only the teacher may:



Diagnose the nature of a problem



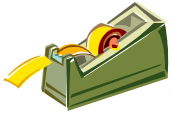
Contact parents concerning academic and/or behavior areas



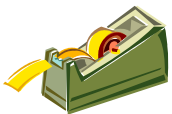
Evaluate on a formal basis



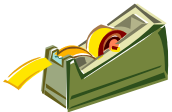
Prescribe steps/interventions to address a problem



Initiate instruction



Write comments on papers that go home



Discipline students

**VOLUNTEERS MUST MAINTAIN CONFIDENTIALITY.** Many times you will see or hear information regarding a student. If it is information that affects the welfare of the student or other students, it needs to be shared with the teacher or principal. Never should information regarding a student be discussed outside the school or with malicious intent.










## EFFECTIVE WAYS TO WORK WITH CHILDREN

- ✍ Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you. You are very important as a listener.
- ✍ Make sure the student knows your name.
- ✍ Show the student that you are interested in him or her as a person. What does he/she like to do? Who are his/her friends? What are their hopes/dreams?
- ✍ Pay attention to the student. Listen to what the student has to say.
- ✍ Encourage the children to do their own thinking. Be patient and give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
- ✍ Tell the student something about yourself and your family. The student will want to know that you are a friend too. Share experiences that you know will be of interest.
- ✍ If you don't know an answer or are unsure of what to do, admit it to the children and work it out together. Feel free to ask the teacher or the children for help when you need it.
- ✍ Use tact and positive comments. Encourage children. See something worthy to compliment, especially when children are having difficulties.
- ✍ Accept each child as he/she is. You do not need to feel responsible for judging a child's abilities, progress, or behavior.
- ✍ If a child is upset, encourage him/her to talk the problem over with you or the teacher.
- ✍ Respect a child's privacy. Information about the children is always confidential.
- ✍ Be consistent with the teacher's rules for classroom behavior, schedule, and atmosphere.
- ✍ Wear comfortable clothes and don't hesitate to "get down on a child's level."
- ✍ If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher, or the school.
- ✍ Keep your commitment; the children will expect you and look forward to your coming.



## INITIAL TEACHER/VOLUNTEER CONFERENCE CHECKLIST

When you first begin your volunteer work, you may want to cover these points with the teacher:

-  Days and times to work in the classroom.
-  Procedures for volunteer and teacher to keep in touch (regular conferences, telephone conversation, notes, information meetings, i.e.)
-  Alternate plans for days when the teacher is absent and as substitute is in charge of the class.
-  How the teacher will tell the volunteer of the day's assignment (folder, note, or other means).
-  What name students will use for the volunteer (a college student might want to be called by the first name rather than Mr. or Ms.).
-  Materials, strategies, or games to be used.
-  Teacher's own classroom policies, procedures, and rules ( such as management system, reinforcement techniques, organizational plans, emergency procedures, where volunteer leaves personal belongings, etc).



