

Coos Bay School District #9

Educational Success includes a Strong Partnership between School and Community



Volunteer Handbook



School Volunteers

Board Policy/Code KF

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Recruitment, utilization, coordination and training volunteers is the responsibility of administration and will be carried out as directed or delegated by the superintendent. Every effort should be made to utilize volunteer resources in a manner that will ensure maximum contribution to the welfare and education growth of pupils.

**“Volunteers are the only beings...
Who reflect this nation’s compassion,
unselfish caring, patience and just plain
loving one another.”**

Erma Bombeck

Coos Bay School District Phone Numbers

Administration Office Superintendent * Dr. Karen Fischer Gray	1255 Hemlock Avenue Coos Bay, Oregon 97420	(541) 267-3104
Blossom Gulch Elementary School Principal *Jennifer Haliski	333 S. 10 th Coos Bay, Oregon 97420	(541) 267-1340
Bunker Hill Elementary School Principal * Dale Inskeep	62858 Highway 101 S. Coos Bay, Oregon 97420	(541) 267-1350
Madison Elementary School Principal * Arlene Roblan	400 Madison Street Coos Bay, Oregon 97420	(541) 888-1218
Millicoma Intermediate School Principal * Nancy Teddar	260 2 nd Street Coos Bay, Oregon 97420	(541) 267-1468
Sunset Middle School Principal * Jon Mishra	245 S. Camman Coos Bay, Oregon 97420	(541) 888-1242
Marshfield High School Principal * Travis Howard	10 th and Ingersoll Coos Bay, Oregon 97420	(541) 267-1400
Harding Learning Center Principal * Linda Vickrey	755 S. 7 th Coos Bay, Oregon 97420	(541) 267-1485
Resource Link Charter School (K-12 On-Line)	755 S. 7 th Coos Bay, Oregon 97420	(541) 267-1499
Parent Volunteer Coordinator * Renee' Browne	1255 Hemlock Avenue Coos Bay, Oregon 97420	(541) 267-1393

Welcome Volunteers

Welcome, we are happy you are considering volunteering within our schools. This handbook has been created to help you understand the guidelines for becoming a volunteer within the Coos Bay School District.

We are always excited to have volunteers in our school. Research shows that children do better when families are partners in their children's education. It is evident in the increased student achievement, higher test scores, improved attendance, improved student attitudes and behavior, graduation rates, and post-secondary enrollment.

This handbook will guide you through the steps necessary in becoming a volunteer. There are a few basic rules we ask that you follow. This is in an effort to ensure the safety and well being of our students.

Thank you for taking the time to read through this handbook. We hope you will complete the steps needed to be part of the educational process. We encourage you to help, and to be involved any way you can. The memories you make will last a lifetime. You can be a positive influence and make a difference in a child's life.

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed it is the only thing that ever has.”

Margaret Mead

How you can get involved

There are many ways to get involved at school, at home, during evenings and weekends, even if you are limited on time.

At School

Attend special events at school

- Go on field trips with the class
- Join children for breakfast or lunch
- Attend math nights
- Attend carnivals and other activities

Help in the classroom

- Read with children or listen to a child read to you
- Be a classroom helper
- Help with things the teacher needs done
- Share a talent, hobby, or occupation with the classroom
- Science, music, arts and craft, or cooking help

Other places you are needed

- Office
- Library
- Clothes Closet
- Organizational skills
- Help set up bulletin boards
- Volunteer to help in an after school program

At Home

- Encourage your child to read often
- Help with a phone tree - calling families from home
- Help with fundraising
- Gardening
- Volunteer a little time to help set up events, organizing and planning
- Read with your child and help with their homework
- Recruit others to volunteer; parents, community members, Grandparents, friends, neighbors, even people you work with

In the Evenings

- Help with phone tree – calling families from home
- Field trip coordinator
- Fundraising help
- School beautification projects
- Special events support- (carnivals, math nights, family nights, etc.)
- Read with a child
- Ask about their schoolwork every day
- Tell your child “I love You” every day
- Talk with your child and ask how their day at school went

Weekends

- Visit the Library together
- Visit a museum together
- Set aside regular times to do homework, answer questions, and help if needed
- Play board games together
- Play sports or get outdoors together
- Teach your child how to cook
- Take a walk, a bike ride, or have a picnic together

Join a Club

- Booster Clubs or PTO
- Attend school board meetings
- Parent Involvement Groups
- Join Site Council

There are many ways you can become involved, these are just a few ideas. You don't have to be in the school to help your child succeed. Spending time together and showing interest in what they do is a great place to start.

Getting Started

We require all our volunteers to fill out a basic Criminal History Verification Form and a Confidentiality Form. This is required in an effort to ensure the safety of our students. All information is completely confidential. Both of these forms can be downloaded from our district website under parent involvement. You can also pick them up directly from any of the school offices. These forms must be returned and approved through the superintendent before any work with children can be done.

These forms may be returned to the school office or mailed to:

**Coos Bay Public Schools
District Office- Att. René Browne
P.O. Box 509
Coos Bay, OR 97420**

The Four Most Important Volunteer Qualities

Professionalism- Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices.

Dependability- Students, teachers and staff members count on you and rely on the services performed by you as a volunteer. It is essential that you contact the school if you are unable to volunteer on your scheduled day so that other arrangements can be made.

Confidentiality- Volunteers must protect the teachers' and students' right to privacy. You may encounter personal and school information while volunteering; you are not to disclose this information outside of the school setting. If student problems arise, it is appropriate to discuss them with the teacher in that particular classroom. Any other problems may be directed to a teacher, volunteer coordinator and/or the principal.

Punctuality- Always arrive on time for any volunteer activity. The school day and class periods are set for specific times. If you are late, the activity may be over when you arrive and/or your arrival may be disruptive.

Basic Guidelines to Follow

There are some basic guidelines we ask our volunteers to follow when working in our schools. This makes the experience more rewarding for the volunteer, staff members, and the students.

- ❖ We ask all volunteers to sign in at the office and wear a volunteer badge.
- ❖ We ask that you respect our dress and grooming policy. Please wear appropriate clothing for the classroom setting.
- ❖ For your own protection, you should never be alone with a student or group of students.
- ❖ We ask that you not give students candy, gum or other treats unless directed by the classroom teacher.
- ❖ In case of a medical emergency with a student, please contact a staff member.
- ❖ Be sensitive to students' and teachers' needs.
- ❖ Be enthusiastic and willing to learn.
- ❖ If you have any problems with the copy machine, laminator, or any other piece of office equipment, please ask the office for assistance.

**“One person can make a difference
-and every person must try.”**

John F. Kennedy

Working with Children

Smile! A relaxed, friendly attitude creates the best atmosphere for learning.

Learn Students' names and use them often. Use a tone of voice which will encourage them to feel confident.

Be Sincere and honest.

Praise Them even for small successes.

Recognize that students learn best when they know what is expected of them.

Promise Only what you know you can fulfill. Have realistic expectations; be consistent.

Accept Students as individuals and listen carefully.

State Directions in a positive form. Keep explanations short and clear.

Be Patient And enjoy your time with the children.

Thank You

Thank you for your interest in volunteering, we look forward to having you in our schools. If you have any questions about ways to become more involved, simply call the schools directly and someone will answer all your questions. We have included these numbers in the front of this book to make it easier.

**“I am only one. I cannot do everything. But
I will not refuse to do the something that I
can do”**

Helen Keller