

SMITH ELEMENTARY VOLUNTEER TRAINING



2022-2023 School Year

WHY VOLUNTEER?

- **Students Benefit**
- **Teachers and Staff Benefit**
- **Parents Benefit**
- **You can Make a Difference**



Volunteer Role

A volunteer provides support to the teachers and staff, the nature of which is the discretion of the staff member for whom you are volunteering. As a parent, you have a unique perspective and ability to understand students. However, as a volunteer, you must act in that capacity first and foremost.

Professionalism

Although the job is voluntary, the commitment is professional. Besides maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and willingness to follow directions. Please be on time. Volunteer's timeliness affects a teachers ability to execute their daily plan.



Supervision

Volunteers always work under the direct supervision of the professional administrative staff and teaching staff at Smith Elementary. They are to work with only those teachers who have requested services of a volunteer or in a role they have been assigned.

Frisco ISD schools are responsible for the education, safety and well being of each student.



How to Volunteer

Frisco ISD uses VOLY, a volunteer management system, to post volunteer opportunities and find volunteers. To volunteer on one of the campuses, you will need to create a VOLY account by visiting <https://friscoisd.voly.org>. VOLY will send you customized emails with opportunities that may interest you for volunteering.

Smith Elementary will soon transition to volunteer opportunities posted in VOLY

Volunteer From Anywhere

Now available in the iTunes & Google Play Store



Am I required to have a VOLY account?

YES -

FISD Board Policy requires that each volunteer and/or mentor undergo a background check before working with students. You will be prompted to complete the background check during your VOLY account creation process. Keep an eye on your inbox for your background check approval (the process can take up to 3-5 business days). Once approved, you will be able to sign up directly for volunteer opportunities through the VOLY platform.

Family and community members must complete a background check once every year starting in July. **Background checks must be approved before being allowed to volunteer one-on-one with students.**

If you need help, email volunteer@friscoisd.org, call 469-633-6860 or complete a ticket through the VOLY support system.

How to be a Successful Volunteer

Have an interest in our students

Support the staff

Be committed and dependable

Maintain confidentiality

Communicate



Volunteer Guiding Principles

Attendance/Absences

If you are unable to volunteer at your assigned time, please arrange for a substitute volunteer or contact the school office, 469-633-2200.

Sign-In/Out Procedures

- All volunteers must sign in and out through the front entrance.
- Wear a badge/sticker issued upon sign in.

A valid drivers' license must be scanned on the initial visit to the school. As a safety measure, sign-in and out allows the school to know who is or who has been in the building. Signing in also helps the school find you if there is an emergency.

Volunteer Guiding Principles

Confidential Information

Information learned about students while volunteering is considered confidential and not to be shared. Volunteers who have a concern about a student should talk with the teachers, Principal, Assistant Principal, or Counselor.

Conversations or observations encountered while in a school setting are not to be discussed with anyone other than the principal or your supervisor.

This includes: student work and behavior.

Cell Phones

Please place them on silent and refrain from using cell phone while in the classroom.

Please no photos of students during the school day as not every student has photo permission.

Volunteer Guiding Principles

Dress Code for Volunteers and Adult Visitors

Students can be impressionable!

Volunteers must sign in and wear the name badge/sticker and meet the standards of dress code as follows:

- Shorts, dresses or skirts must be loose fitting and approximately fingertip length including tennis skirts and/or workout clothes.
- Inappropriate or revealing clothing will not be permitted
 - No strapless or spaghetti strap tops/dresses
 - No halter tops
 - No bare midriffs (shirts ending above the waistline)
 - No see-through clothing
- No clothing with offensive pictures, slogans or with liquor or tobacco advertising
- Shoes must be worn at all times

Volunteer Guiding Principles

Bathrooms

Volunteers are **NOT** permitted to use student bathrooms.
Adult POD bathrooms require a school key to enter.
Volunteers may use the adult bathroom in the clinic.

Emergency Drills

Volunteers **must** participate in any drill(s) while in the building.
An Emergency Operations visual will be attached to your volunteer badge for information on how to participate in drills.

**IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.**

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS Move away from sight Maintain silence Do not open the door	TEACHER Lock classroom doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance
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LOCKOUT! SECURE THE PERIMETER.

STUDENTS Return inside Business as usual	TEACHER Bring everyone inside Lock perimeter doors Increase situational awareness Business as usual Take attendance
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EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS Bring your phone Leave your stuff behind Follow instructions	TEACHER Lead evacuation to location Take attendance Notify if missing, sick or injured students
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SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS	TEACHER
Hazard	Safety Strategy
Tornado: Take cover	Lead safety strategy
Hazmat: Seek the refuge	Take attendance
Earthquake: Drop, cover and hold	
Tsunami: Get to high ground	

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Volunteer Guiding Principles

Discipline

Allow the teachers to discipline students. If there are incidents of misbehavior, it is the teacher's job to deal with them. As a volunteer it is helpful to be specific about rules and expectations with students. Keep limits & boundaries in place. Consistently and calmly work with students taking a neutral stance, restating rules and expectations and offering reasonable choices.

Refrain from Hallway Chatter

Chatting in the hallway is disruptive to students and teachers. If you need to talk to another parent, it is best to do it quietly near the office.

Preschoolers/Siblings

Please do not bring preschoolers or siblings when you come to volunteer.

Volunteer Guiding Principles

Respectful Behavior

- Volunteers are expected to exhibit behavior that is respectful and accepting of children of all ages, abilities, backgrounds and personalities.
- Be friendly - learn students' names and be a good listener.
- Encourage children to do their best and offer genuine praise.
- Be respectful of the teachers.
- Do not publicly question or criticize the teacher or the methods used.
- Ensure that your interpretation of rules and expectations matches that of the school or classroom.
- Be on time to serve. Be prompt and reliable; people are counting on you!
- Set an example for the students by dressing appropriately and demonstrating good citizenship.

Volunteer Guiding Principles

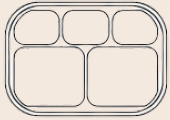
Communicate

- Ask if you are unsure about how equipment works or how your job is supposed to get done – there are no dumb questions!
- Don't let small problems turn into big ones.
- Provide feedback to the appropriate person about volunteer experiences.

Relationships with Teachers

- Save private conversations with teachers for times when students are not present.
- Do not interrupt classrooms when teachers are teaching.
- Do not use volunteer time to stop by your child's classroom.
- Do not use volunteer time to stop by the classroom to speak to your child's teacher or other staff members about your child. Schedule a teacher conference.
- Leave discipline matters to the teacher.
- Respect the confidentiality of all information and activities related to school staff, faculty, students, and their families. Stay enthusiastic and positive!

Volunteer Opportunities - PALs & 2nd Grade Lunch Helpers



PALs (Parents at Lunch)

Parents at lunch are volunteers that help students during kindergarten or 1st grade lunch to open packaged items/drinks, hand out napkins and forks, etc.

DO's

- ✓ Familiarize self with Cafe procedures to support teachers in enforcement of rules.
- ✓ Wear apron full of plastic ware, napkins, etc.

DON'Ts

- ✗ Sit and eat lunch with your own child
- ✗ Bring lunch for students who are not your own
- ✗ Purchase lunches or snacks for students other than your own.

Volunteer Opportunities - Watch D.O.G.S. Program



Watch D.O.G.S. Program (Dads of Great Students)

Fathers, grandfathers, step-fathers, uncles, and other father-figures serving at least one day on campus each year under the leadership of a program coordinator and under the guidance of a school principal or designated administrator. It is a family engagement educational initiative.



Provide positive male role models for students, demonstrated by their presence that education is important.



Provide an extra set of eyes and ears to enhance school security and reduce bullying.

For More Information & to Sign Up:

Orientation

**August 25
6:30 - 7:30 PM**

Frank Gonzales

Parents as Mentors

Mentor

- Must pass a background check
- Must commit to at least two, 30 minute times a month
- May be asked to offer assistance in reading, math, writing, social studies, science, or spend quality time playing games.
- The mentees teacher will let the mentor know what s/he can do to support their student.

Mentor Coordinator

Contact:

Mrs. Hendrix

hendrixc@friscoisd.org

Other Opportunities throughout the Year....

Book Fair

Hosted twice annually
Assist with setup/take down of decorations.
Provide assistance to young readers in book selection.
Cashier

Smith Stampede / Field Day / Carnival

Assistance with handing out water
Extra Hands & Supply Donations
Help with handing out prizes, games, etc.

Healthy Lifestyles

Help with Walk to School Day & Bike to School Day programs.
Pass out food & prizes
Chalk the Walk

Room Parent

Organize any planned activities such as: class celebrations, end of year party, help with field trips, teacher luncheons, etc.

THANKS!

Does anyone have any questions?

Katherine Smith
Volunteer Coordinator
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