

## **Welcome to Haleyville Middle School!**

Volunteers have an important and valuable role at Haleyville Middle School, whether volunteering for the school or for the PTO. It doesn't matter if you volunteer for one hour or one hundred hours over the course of the school year, any help is appreciated when enhancing the education of our students.

Some volunteers may assist in the classroom with instructional or clerical tasks. Others may provide help by shelving books in the library or work with PTO on fundraisers. Besides supporting the school, your efforts as a volunteer teach our children the joy and obligation we all have to give some of our precious time to worthwhile causes. We hope you find your experience as a volunteer to be a rewarding one.

Our school's mission statement is to inspire each and every student to reach his/her potential.

To get the most from your volunteer experience, it is important to be informed. This handbook contains important information about your work at Haleyville Middle School; please take time to read through it. If you have any questions about volunteering, please contact Russ O'Rear, principal, or Blaine Hathcock, assistant principal at 205-486-9240.

## **Just What Is a School Volunteer?**

A school volunteer is anyone (mom, dad, foster parent, grandparent, aunt, uncle, or even an interested community member). Volunteers are the backbone of many school programs. You do serve your local school by volunteering, but more importantly you serve the next generation, America's future leaders, who see you as a "role model" to follow.

## **Goal of School Volunteers**

The goal of having volunteers in the school is to:

- Improve academic achievements of students by allowing teachers and other school staff more time for professional instructions.
- Provide resources from the community for enrichment of the school program.
- Increase community understanding of the problems facing public school personnel and citizens in an effort to improve education.
- Provide an exchange of ideas, concerns, and proposals between school personnel and citizens of the community.
- Increase self-esteem in students.
- Provide positive role models for students.
- Provide additional individualized instruction through one on one contact with students.
- Broaden parents' understanding of the total educational process.

## **Volunteer Guidelines and Confidentiality/Preserving Instructional Time**

There may be times when you are in school volunteering in another area or visiting your child and you want to go to the classroom to see if the teacher needs any help with anything. While the teachers always welcome your help and we do not want to discourage volunteering, safety regulations and protection of instructional time require that you make arrangements through the office to meet with your child's teacher.

## **How to Be a Successful Volunteer**

No matter what kind of volunteer work you do, or who you do it for, there are some qualities that will help you be a successful volunteer at HMS.

- Have an interest in our students
- Believe that each child can learn and can succeed
- Accept children of all ages, abilities, backgrounds and personalities
- Encourage children to do their best and offer genuine praise
- Be friendly – learn student's names and be a good listener

## **Support the Staff**

- Be respectful
- Do not question or criticize the teacher or the methods used in front of the student or publicly.
- Ensure that your interpretation of rules and expectations matches that of the school or classroom.
- Involve appropriate school personnel when students disobey school or classroom rules; don't take corrective measures into your own hands.

## **Be Committed and Dependable**

- Make sure you have the time to serve
- Be prompt and reliable, people are counting on you to be there
- Set an example of professionalism and good citizenship
- Follow teacher guidelines for dress code
- Let people know if schedule changes prevent you from making your commitment

### **Ways you may be able to help in the classroom:**

- Helping children in library, cafeteria, recess, office
- Helping contact parents
- Helping select library books
- Helping students who were absent catch up on missed work
- Organizing class parties
- Playing or making instructional games
- Reading with or to children
- Recruiting other volunteers for classroom activities
- Reproducing materials
- Sharing your special talent or interest
- Typing students stories for books
- Tutoring in math, reading or writing
- Working with a small group of students
- Working to organize Renaissance activities
- Being a greeter

If you find that you are spending more time making copies or prepping for activities than is satisfying to you, talk to the volunteer coordinator about some of these other ways you may be able to help. Please recognize that for various reasons, not all teachers allow volunteers to do all of these tasks.

It is not always possible or preferable for you to work with your own child. Different children react in different ways when their parents are in the classroom. Some demand more attention, while others totally ignore their parents. Be sure to discuss your role as a volunteer with your child, and explain that you might not be able to give him/her your usual attention. If a teacher determines that you should not work with your own child, please respect that decision.

There may be times when you are in school volunteering and you want to go your child's classroom to see if the teacher needs help with anything. While the teachers always welcome your help and we do not want to discourage volunteering, safety regulations require that you make arrangements with the teacher before going to any classroom. You may be denied access to the classroom if you do not have prior approval. So, in order to not waste your time and to avoid any uncomfortable situations, please check with the teacher before showing up to volunteer.

### **Workroom Resources**

There are copy rooms in each workroom and are available for volunteer use. There is also a teacher workroom which is available only to the teacher unless you need to use the restroom or vending machines. Please be mindful when you are in the copy room and a teacher is in the workroom, shut the door and allow for teacher privacy. 😊

Please note that volunteers are not allowed to use the laminating machine without prior authorization. If you are asked by a teacher to laminate, please go to the library for assistance.

Training is provided to volunteers on how to use the equipment in the workrooms. If you do not know how to use any of the equipment, please ask someone to help you; either the teacher, someone in the office, or another volunteer who has been trained.

It is also important to remember to “sign in” and “sign out” when you come to volunteer. Your hours are recorded and counted and those hours are used for budget and planning purposes as well as grant requests.

If you volunteer at home on projects for teachers, school staff, or the PTO, please keep track of your volunteer hours. You can record them by either adding them to the volunteer book the next time you are in school. The sign in volunteer book is kept on the front desk in the office. You must also secure a “visitor’s pass” when you are in school.

### **Other Miscellaneous Items**

- Staff restrooms are available for use by adult volunteers.
- No siblings while volunteering. Please make other arrangements when coming to volunteer.
- Vending machines are available in the staff lounge area.
- If you are unable to come at your scheduled time or if you will be late, please call the school, at **205-486-9240**, and leave a message for your teacher. Remember that someone is counting on you.
- Turn off cell phone ringers when in the classroom. If you sign-in properly, the office staff can locate you in the event of an emergency. Personal phone calls are discouraged when with students while volunteering-please go to the workroom.
- Instructional time is very important! Please remember every interruption is an interruption of our students’ instructional time.
- **Confidentiality is a must.** Anything seen or heard while at school requires confidentiality. Information gained from school volunteer experiences may not be shared. If you have a concern about something that you have witnessed, please see an administrator for guidance.

# HMS VOLUNTEER PROGRAM

## PARENT/COMMUNITY VOLUNTEER REQUEST FORM

NAME: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ CHILD'S TEACHER \_\_\_\_\_

Would you be interested in joining and helping with PTO projects? \_\_\_\_\_

WHAT SERVICES COULD YOU PROVIDE: (please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: HOME: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_

WHAT DAY(S) ARE YOU AVAILABLE? \_\_\_\_\_

HOW OFTEN WOULD YOU LIKE TO VOLUNTEER?

\_\_\_\_\_ DAILY \_\_\_\_\_ WEEKLY \_\_\_\_\_ MONTHLY \_\_\_\_\_ AS NEEDED