

Hoosic Valley Central School District

Elementary Volunteer Handbook



Dear Volunteers,

Welcome! We want to let you know how much we appreciate the time and energy our volunteers give to our district. We value the unique talents and resources parents and community members have and believe that those talents and resources enhance the education of the students at Hoosic Valley.

Within our schools, we welcome volunteers and we have many opportunities for parents and community members to volunteer their time. In addition to all the other benefits, volunteering gives parents and community members the opportunity to understand and appreciate the education experience Hoosic Valley children receive every day.

Please note that to volunteer in our schools or for special events (such as field trip etc.) parent are required to complete an Application to Volunteer and sign a Volunteers Privacy & Confidentiality Agreement, and chaperones for field trips will need to read and sign a Volunteer/Chaperone Responsibility Agreement (please see the attached forms) Once approved, your child's teacher or other staff member will contact you as needed.

We have created this handbook as a resource for you. Although we believe it is thorough, we want to stress the importance of ongoing communication. If you have any questions or concerns regarding volunteering in our schools, please feel free to ask any of our staff members or principals.

Again, on behalf of the Hoosic Valley Central School District, we welcome you and want to let you know how much we value and appreciate your time!

Sincerely

Mark Foti
K-6 Principal

Julie Adams
7-12 Principal

Frequently asked Questions

Where do I go when I arrive at school?

Upon arrival at any of our schools to volunteer, your first stop is the Main Office to show ID, sign-in, and get a badge. The secretaries in the main office will be able to answer any of your questions and direct you to your volunteer assignment.

Where should I park?

General parking for visitors is in the parking lot near the tennis courts. Or the lot between the two buildings.

Do not park in the bus lane, as this interferes with loading of school buses.

How should I dress?

Please remember that as a volunteer, you are a role model to our students. The district strives to maintain a professional decorum. We ask that you wear clothing in which you are comfortable, but that is also appropriate.

Is it okay for me to volunteer in my child's classroom?

There may be opportunities for parents to work in their child's classroom, however depending on your child's teacher and grade level, that might not always be the case. It is important to note that if in some cases, working your child's classroom is not working out for any of the stakeholders (parent, child, teacher) there are numerous other volunteer assignments where you could donate your time!

Who do I go to if I have a concern over something I see or something a child says to me?

We ask that you immediately tell the classroom teacher with whom you are working. He/she will make sure that it is dealt with in the appropriate manner, and that appropriate schools officials are informed. You may also report any such concerns directly to the building principal.

Tips for working with children

- ∞ **Be Approachable** ~ learn the students' names and show interest in what they are doing.
- ∞ **Be** a good listener ~ listening is essential when working with children.
- ∞ **Make** the child you are working with feel comfortable. Before jumping right into the task, ask a few questions about their interests or likes.
- ∞ **Encourage** the students to do their own thinking. Remember to give the student plenty of think time. Silence often means the child is thinking of what they are going to say, write or do.
- ∞ **Don't** help too much. Rather than doing it for them, try to ask questions of the student that would lead them to figuring it out on their own.
- ∞ **Encourage** children to do their best. Offer praise, not criticism.
- ∞ **Be** patient.
- ∞ **Be** consistent with classroom expectations regarding behavior and quality of work.
- ∞ **Always** respect a child's privacy.
- ∞ **SMILE** and have fun!

STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT FOR SCHOOL VOLUNTEERS

Your service as a volunteer in our schools is greatly appreciated. In your association with teachers and students, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. Confidentiality is of the utmost importance in your work with teachers and students. You may not discuss a child even with that child's parent/guardians; nor are you to contact parents/guardians regarding the behavior or performance of students. You must always refer any questions regarding students to the student's teacher or building principal. If you need help with a student, discuss the matter professionally with the child's teacher or other designated school official. Before beginning service as a volunteer in our School District, it is requested that you acknowledge your intent to fulfill this responsibility by signing the statement below.

- 1) I will not discuss with others, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in the school; nor will I disclose or permit to be disclosed, directly or indirectly, student education records, personally identifiable student information in such records, or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated staff members and/or as authorized administration.
- 2) The confidentiality of student information shall include, but not be limited to, the following topics:
 - a. Academic standing (including student grades and test scores)
 - b. Attendance
 - c. Financial status
 - d. Physical/mental health identity and history
 - e. Disciplinary status/records
- 3) I further understand that, in accordance with the Family Educational Rights an Privacy Act, "education records" (general defined as "those records, files, documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution or by a person acting for such agency of institution") cannot be released, except as enumerated by law, without parent/guardian permission.
- 4) As a volunteer, I understand that I am not authorized to examine, release or comment on student records/information unless expressly authorized by school officials in accordance with applicable law.
- 5) While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.
- 6) I will never take any confidential student data from the school unless authorized by the building principal or his/her designee.
- 7) Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the school administrator and/or staff member that supervises the volunteer.
- 8) I must report any breach or suspected breach in this confidentiality agreement to the building principal or his/her designee.

Volunteers in our School District shall perform takes only under supervision and/or guidance of appropriate faculty/staff and are expected to comply with all District rules and regulations.

Violations of these guidelines may constitute cause for termination of the volunteer's services. The Superintendent or his/her designee is responsible for decisions concerning continuation of discontinuance of a volunteer's activities.

By signing, I acknowledge that I have read, understand, and will comply with the Confidentiality Statement above.

Name: _____

Date: _____

Signature: _____

Administrators Signature: _____

Date: _____

Original – Office

Copy – Volunteer

VOLUNTEER CHAPERONE RESPONSIBILITIES ON FIELD TRIPS

Chaperones play an important role when our school goes on field trips. You function as our *partner in education*, helping to make each student’s visit meaningful and successful. Please read the information below to familiarize yourself with the chaperone’s role on the field trips. We look forward to your assistance.

1. All volunteers are required to complete the Hoosic Valley Volunteer Application form and receive approval from the building administration.
2. Please be sure to carefully monitor and stay with all students that are assigned to you. Students should never be left unattended.
3. Focus on the students in your group. Your role is to keep your group of students together and on task.
4. Being discreet is important. Any information shared with you for safety reasons needs to be kept strictly confidential.
5. Be a good role model. How students behave reflects on our district. Our teachers and administrators expect students’ behavior to be exemplary. Chaperones should model good behavior by listening and following all the rules set forth by the lead chaperone.
6. If you observe student behaviors that require attention, use your best judgement to handle the situation (ie., asking students to stay together, reminding students to remain quiet during performances, etc.). Parent chaperones are asked to refer any problem behaviors they observe to the lead chaperone as soon as possible. The teacher will speak to the students and impose disciplinary action, if necessary.
7. If you bring a cell phone with you, please silence the ringer during any of the specials programs associated with the field trip. Only emergency calls should be accepted.
8. All school rules apply and will be enforced during the field trip.
9. In order to monitor the safety of our students and to maximize the educational value, siblings cannot be accommodated on any field trips
10. Please pay close attention to the lead chaperone’s specific instructions prior to the field trip.

I have read the chaperone responsibilities and agree to carry out the responsibilities listed above.

Parent Name: _____

Signature: _____ Date: _____

Field Trip Name: _____ Grade: _____



Hoosic Valley Central School
2 Pleasant Avenue, New York 12154
518-753-4458
School Volunteer Application

PERSONAL INFORMATION:

Name:		School Year:	2018-2019
Former Name(s):		Home Phone:	
Address:		Work Phone:	
		Cell Phone:	
Do you have children in our school? If so, please give their name(s): 			

VOLUNTEER SERVICES FOR WHICH YOU ARE APPLYING:

Classroom Volunteer <input type="checkbox"/> Field Trip <input type="checkbox"/> Room Parent <input type="checkbox"/> Other <input type="checkbox"/> (provide description below)	
Have you volunteered in the District in the school year prior to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, where?	

REFERENCES: List below three (3) persons not related to you that you have known for at least one year.

Name	Address	Phone	How Known

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- | | |
|---|--|
| 1) Have you ever resigned from a position rather than face disciplinary action? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2) Has any disciplinary action been brought against you which resulted in you being discharged from employment? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3) Did you ever receive a discharge from the Armed Forces of the United States which was other than "honorable" or which was issued under other than honorable circumstances? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4) Have you ever been convicted of any crime (felony or misdemeanor)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5) Are you now under charges for any crime (felony or misdemeanor)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6) Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7) Have you ever had a teaching credential revoked, suspended or annulled? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8) Have disciplinary proceedings ever been initiated against you pursuant to New York State Education Law Section 3020 and/or Section 75 of the Civil Service Law? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you answered YES to any of the questions above, provide the specifics or an explanation for the response on a separate sheet. If you elect not to provide specifics or if such an explanation is insufficient, your application may be denied.

AFFIDAVIT

Under penalties of perjury, I declare and affirm the statements made in the foregoing application, including accompanying statements and transcriptions, are true and correct. I will inform the school principal if any of my answers change during the school year.

Date: _____ Applicant Signature: _____

Reviewed by Principal or Designee

APPROVED DENIED

Date: _____ Principal Signature: _____

File: Principal's Office
District Office