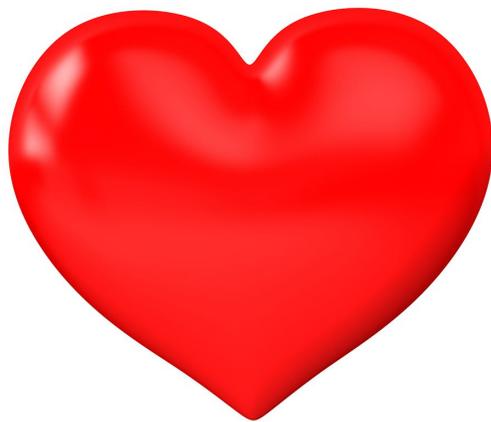


**B.R.A.G**  
**Volunteer Handbook**  
**Pevely Elementary**

*"Volunteers don't always  
have the time, but they  
have the heart."*



## **WELCOME**

We are so glad that you have chosen to give of your time and talents to the Dunklin R-5 Schools.

You have much to contribute to the volunteer program - your talents, interests, experiences and most of all your own personality. Children and adults alike benefit from knowing and interacting with a wide variety of people.

This handbook has been designed to provide the necessary information to help you become a "vital volunteer".

If at anytime you have questions, concerns, or suggestions, please feel free to contact one of the elementary principals.

## **PHILOSOPHY**

Cooperation between the education community and the community at large serves to enrich and unify both. The volunteer program within the Dunklin R-5 School District serves as a bridge between those two communities and therefore, serves to enrich and unify both.

## **GOALS**

- To use adult/community resources to enrich students' experiences and improve student performances.
- To improve the quality and productivity of education in our district.
- To utilize the wealth of talents and experiences that is abundant in our area.
- To stimulate the interest and broaden the scope of understanding between the schools and the community.

### **General tips for Volunteers:**

Be honest

Be flexible

Be dependable

Be confidential

Be patient

Be friendly

## ROLES AND RESPONSIBILITIES

- **To avoid distractions in our learning environment, we ask that preschool age children not accompany parents when they are volunteering in the Elementary School.**
- All volunteers must sign in at the Library before working with students.
- **Volunteers must schedule an appointment with a director prior to volunteering.** Each volunteer will be approved by administration after a minor background check. Background checks are provided by the Pevely Police Department. A volunteer application form and criminal history disclosure must be completed at least one week prior to volunteering in the building. No one will be permitted to volunteer until the volunteer application and criminal history disclosure have been filled out, returned, and approved.
- **At all times volunteers will have only the best interest, care and concern for the students; every task performed is important to the education of the children.**
  - Respects the confidentiality of the relationship to the school; careful to insure that a child's work and behavior in school is held in strictest confidence.
  - Will be informed of the policies established by the Board of Education and administrative rules and regulations.
  - **Is regular and continuous in attendance and notifies the proper people when it is necessary to be late or absent.**
  - Never expresses a difference of opinion or dissatisfaction in the presence of students.
  - **Realizes the importance of the volunteer's role as an example to the children in behavior, language and dress.**
  - Never discusses a student in the presence of another student.
  - **Realizes the importance of a warm, friendly attitude toward the students.**
  - Does not have access to confidential files or records.
  - **Keeps the lines of communication open to discuss any problems or changes that may arise with the coordinator, teacher or principal.**
  - Be cautious not to interrupt learning time with side conversation. Personal conversations need to be discussed outside the school building and never in the presence of a student.
  - **Volunteers should not discipline students. Please leave all discipline up to the teacher/director.**
  - Please abide by the school cell phone policy. Cell phones should be off and put away when working with students.
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## HINTS FOR WORKING WITH STUDENTS

- A student's name is very important, be sure you can pronounce their name correctly.
- Be sure the student knows and can pronounce your name.
- Be creative and innovative.
- Be reliable. Your student(s) are expecting you.

## VOLUNTEER'S CODE OF ETHICS

- One that is positive, kind and caring. One that gladly makes available those gifts and talents I possess. One that reinforces the teaching staff, and shows that I'm here because I care.

- Extremely important that I relate any question or problem to the coordinator, teacher or principal.

- I may have access to certain information pertaining to the students and I will be in a position to recognize the children who are succeeding and the children who are struggling. This is an important area where I, as well as teachers, must remember to keep an open mind and a closed mouth. All information pertaining to the students will remain in the classroom or at least in the building.

- To emphasize all of the above and ignore dependability is to lose all. If the school cannot count on my presence at the expected times, nothing is gained and they are ultimately frustrated and unprepared. If I am unable to fulfill my commitment at any given time, it is important that I let the coordinator or teacher know.

- As a school volunteer, I will be in a support position. The principals and teachers are responsible for the students' education. The addition of my support can only be positive, and serve to reinforce their teaching.

By following this code of ethics, I become a vital addition to the school program, and part of the team dedicated to the betterment of education.

## VOLUNTEER TUTORING SKILLS

The tutoring process is important not only as an aid to teaching, but as a means of children discovering ways to enjoy learning and changing their self-concepts and outlooks.

Tutors often work with potential school dropouts or disadvantaged children who need to realize their potential. Tutoring is often primarily a preventive measure. Perhaps the

most important reason for the tutorial process is to provide a child who is having difficulty in school with a friend who cares and may be able to help him solve his own problems.

Tutors are responsible for supplemental and not for developmental teaching. Their role is to establish a relationship with a student and provide experiences for learning. Tutoring works because of the one-to-one relationship between the tutor and the tutee. The personal involvement in the tutoring situation makes possible creative cooperation for social, institutional and educational change.

## **TUTORING SKILLS AND ATTITUDES**

Volunteer tutors should possess:

- Desire to help
- Enthusiasm for people
- Respect and liking for people
- Self-awareness
- Attitude of giving freely
- Acceptance and appreciation of standards and morals other than their own
- Willingness to learn
- Time to devote to the program

The following few pages apply specifically to BRAG...

### BRAG VOLUNTEERS

- ARRIVE BY 3:50 to help get supplies out and ready for the student who arrive at 4:00
- BRAG is conducted in the elementary library
- Be sure to share with the director the age level and material you feel comfortable helping (the directors understand that we are individuals and have different talents, understanding and levels of patience for various age levels or subject matter)
- If at any time, you don't feel comfortable or a behavior problem arises, contact the BRAG director immediately.
- Our goal is to have no more than 4 students in each group in order to best meet the needs of our students. However, one to one tutoring is most ideal.
- We would like our volunteers to consistently help the same students so they can build a relationship, therefore, the more consistent you are with attending, the more the child will feel comfortable with you.

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**WHAT ARE VOLUNTEERS?**

*Volunteers are like Ford...*

*they have **better ideas.***

*Volunteers are like Coke...*

*they're **the real thing.***

*Volunteers are like Pepsi...*

*they've **got a lot to give.***

*Volunteers are like Dial...*

*they **care more,** don't you wish everyone did.*

*Volunteers are like VO5 Hair Spray...*

*they **hold in all kinds of weather.***

*Volunteers are like Hallmark...*

*they **care enough to give the very best.***

*Volunteers are like Standard Oil...*

*you **expect more and you get it.***

*But most of all, **Volunteers are like Frosted Flakes...***

**THEY'RE GRRRRREAT!!!!**

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"I know a very special child whose world is upside down. And often in his classroom he wears a frown. He's criticized for tuning out, accused of never trying. He's nagged and scolded, begged, cajoled; most kids end up crying.

But often times he just gives up, each task will meet defeat. He sees a different symbol, and hears a different beat. His No is ON, for Was it's Saw, and How sure must be Who. And 6 plus 6 is 21, three 9's are 72.

This problem's labeled many things; it matters not the name. To please his parents, teachers, peers, is the child's secret aim.

Now that we know some ways to help, let's start today and then: Through work and **understanding** love, we'll right his world again."

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**THANK YOU FOR CHOOSING TO BE A BRAG VOLUNTEER!** We appreciate you and most importantly our students appreciate you! They don't always show it, but they will always remember how you made them feel.

**Contact Emails:**

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