

# Alanson Public Schools

**A Small School with Big Advantages**



Volunteer Handbook

# Welcome to Alanson Public Schools

“Your neighborhood school of choice!”

- \* Serving Kindergarten through 12<sup>th</sup> grade
- \* 7:00 am – 8:00 am FREE on-site childcare
- \* 3:00 pm – 6:00 pm STRETCH after school child care
- \* 3 and 4 year old program available 8 am—3 pm
- \* Strong curriculum meeting all state requirements
- \* Early intervention reading support
- \* Safe and calm school atmosphere
- \* Sports opportunities grades 6-12 (Cross Country, Track, Golf, Volleyball, Softball, Baseball, Basketball, Football)
- \* Technology – Four fully equipped computer labs
- \* On-site college courses taught
- \* Dedicated, highly skilled staff



A Small School with Big Advantages!

[www.alansonvikings.net](http://www.alansonvikings.net)

# Thank You for Volunteering

Welcome and thank you for volunteering your time and talents. Helping your children realize the value of their education is extremely important, and your presence at school is one way to show your love and encouragement. We value you and appreciate the dedication and support you are giving your child and all the children here at Alanson Public Schools. As a volunteer, you are a role model and a mentor.

Our mission: A Great Place to Learn! Our vision: Alanson Public Schools provides a compassionate, safe and responsive learning environment. Individual student data is monitored and specific strategies are created to positively impact student achievement and social knowledge. All students will become responsible and productive citizens.

We know your time is at a premium, so we would like to present this guide to you in the hope that it will empower you to find the volunteer opportunity that makes the most sense to you. Just like our children, we all have different strengths and ideas that are just right for us. This guide is developed to give you an overview of some of the volunteering opportunities available, school procedures, and practical times for helping out in the classroom.

Thank you gain for volunteering! Together, we can make a difference in the lives of children.

# Volunteer Opportunities

There are numerous opportunities for volunteers to help the staff and students. Ways that you can volunteer are listed below. For specific opportunities, ask the school secretary or your child's teacher.

Check out these opportunities:

- \* Tutoring children one-on-one or in small groups.
- \* Clerical (e.g., typing, record keeping, filing, duplicating, computer assistance, shelving library books).
- \* Classrooms (e.g., assisting groups of students, field trips, creating/managing instructional materials).
- \* General School (e.g., organizing, supervising, or managing special activities, events or programs).
- \* Before and/or After School Programs (please specify)
- \* Special skills or talents (list those you have and are willing to contribute—e.g., music, artistic, leadership, group supervision, fund raising, technology, career day presenter, special experiences).
- \* Fundraising
- \* PTO
- \* At Home Support (e.g., baking cookies for school events, sewing costumes, preparing bulletin boards, making hands-on learning tools)
- \* Lunchroom Supervision

## Before You Begin...

**Safety:** We are sure you understand that safety in our schools is of the utmost importance. As a precaution, many school districts are requiring volunteers to complete a background check form. This information will be used only for the safety check and kept confidential.

You will also be asked to sign in at the office when you arrive and sign out as you leave. Many schools have buttons or badges for their volunteers to wear so the school staff knows the volunteer has checked into the office.

**Communication:** To make the best use of your time, let the school office or your child's classroom teacher know the day and time you would like to volunteer. Planning activities for volunteers to oversee is important and often takes time to gather materials. Also, if you work directly with students, the teacher might want to plan a lesson that could be aided by an extra pair of hands. Teachers often make sign-up sheets that show when volunteers are needed and when volunteers have already been scheduled. If you are interested in volunteering, please complete the Volunteer Criminal Record Check form, which can be obtained from the school office or online at [www.alansonvikings.net](http://www.alansonvikings.net).



# Tips for Successful Volunteering

1. Your role is to support the teacher's work with the children in the classroom. The children's education is the reason you are there.
2. **Confidentiality is Critical!**
3. The classroom teacher is relying on you to arrive as scheduled to do the task you agreed to do.
4. Let the teacher know as soon as possible when you must be absent from your volunteering commitment.
5. Arrive ready to work.
6. Please do not bring any other children with you unless you have first discussed it with the teacher.
7. The teacher is in charge of disciplining or correcting children, including yours!
8. Respect the teacher's time and expertise. Be aware that her or his style of interacting with children might differ from yours.
9. Keep in mind that what might work well at home with your child might not work so well in a classroom full of children who have a wide range of abilities and skills. Follow the teacher's lead.
10. Your child may act differently with you in the room. Check with the teacher for the best way to handle any situation that you feel is becoming uncomfortable.
11. If you see or hear something that troubles you speak with the teacher to learn what procedures are in place to address the problem
12. **Above all HAVE FUN! Know that you are doing something very valuable with your time and talents. You are providing a great role model for your child, who gets to see you "work" in a different way. Your presence in the classroom reinforces a wonderful lesson for all the children about sharing and being helpful!**