

**INFORMATION
FOR
VOLUNTEERS
IN THE
JASPER SCHOOL DISTRICT**

**JASPER SCHOOL DISTRICT
600 School Street
P.O. Box 446
Jasper, AR 72641
Telephone: 870 446-2223
Fax: 870 446-5549**

Joe B. Couch, Superintendent

**Approved by Jasper School Board
October 28, 2004**

REQUIRED PARTICIPATION IN A DISTRICT VOLUNTEER TRAINING WORKSHOP

1. One of the requirements of the Jasper School District is that volunteer candidates must successfully complete inservice training workshop regarding volunteering at school.

CRIMINAL BACKGROUND CHECKS FOR VOLUNTEER CANDIDATES

The Jasper School District may require—as a condition to volunteer—that such person apply to the Identification Bureau of the Department of the Arkansas State Police for a State and Nationwide CRIMINAL RECORDS CHECK. Individuals who served the District as volunteers prior to June 30, 1998 will not be required to apply for a CRIMINAL RECORDS CHECK.

1. The State records check will be conducted by the Arkansas State Police and will cost \$15.00.
2. The Nationwide records check will be conducted by the Federal Bureau of Investigation and will cost \$24.00.
3. The CRIMINAL RECORDS CHECK shall conform to applicable State and Federal standards and shall include the taking of an applicant's fingerprints.
4. The County Sheriff's Offices and City Police Departments will fingerprint volunteer applicants. A fee may be charged by the Sheriff's Office or the Police Department.
5. A complete set of forms for requesting fingerprinting—and State and Nationwide CRIMINAL RECORDS CHECKS—may be obtained from the Superintendent's office or any Principal's office.
6. Charges for a complete CRIMINAL RECORDS CHECK—and the associated fingerprinting costs if applicable—will be paid by the District.
7. Because CRIMINAL RECORDS CHECKS usually require about 6-8 weeks to complete, the District board of directors may allow persons to volunteer prior to receipt of the results of the completed background check. Volunteer applicants, however, found to have pleaded guilty or nolo contendere to, or been found guilty of any of the offenses noted in ACT 1314 of 1997, shall not be eligible for further volunteer service to the District.

JASPER SCHOOL DISTRICT

Welcome to our school. We hope that your time with us is both enriching and rewarding. We understand the importance of having volunteers in our school. The volunteer spirit in our community is an integral part of what makes our school a special place. Please remember, even as a scheduled volunteer it is still very important to check in at the office immediately upon your arrival at school.

Classroom/Volunteer Checklist

When a teacher and volunteer initially meet, they should discuss the following:

- Confidentiality
- Days and time the volunteer will work
- Alternate plans for when the teacher is absent and a substitute is in charge of the class
- Procedure to follow if volunteer will be absent (Call the school secretary as soon as possible.)
- How the teacher will communicate assignments to the volunteer (folder, note, etc.)
- Where room materials are kept
- The teacher's classroom procedures and rules (class management system, etc.)

If the volunteer will be working in academic areas with students, the teacher and the volunteer should also discuss:

- Pertinent background information about the student(s)
- Special needs of the student(s) and skills that need to be developed
- Tips for working with the student(s), such as the student's learning style

Classroom Volunteers

- Each teacher will explain the volunteer assignment.
- Please share with the teacher any observations or concerns you may have about the students and/or their work.
- Always keep information about students confidential.
- If you are uncomfortable working with a student or if he/she has a behavioral problem, share this with the teacher. We expect our students to respect all staff members, including those who volunteer.
- If you are uncomfortable working with a teacher or have concerns about the volunteer assignment, please contact the principal.
- During a fire drill, volunteers should follow the rules and examples of the teacher with whom they are working. During a fire drill, if a volunteer has a child outside the classroom, the child should be taken out the nearest exit, and the volunteer should stay with the child in a safety zone.

Working with Students

Because students look at volunteers as role models, it is important that volunteers dress and act appropriately while at school. It is also important to respect a teacher's need to teach by not interrupting them with personal conversation or questions during class time. The teacher will be glad to make an appointment before or after school to talk with you about your child.

Students learn by

- Doing, not be observing.
- Asking questions and searching for answers.
- Discovering, experimenting and repeating experiences which build confidence.

Volunteer can help students by:

- Learning their names and using them often.
- Listening carefully to students.
- Being patient. Refer disciplinary problems to the teacher when necessary.
- Letting children know they are important.
- Praising them for success.
- Being sincere and honest.
- Showing a genuine interest in students.

Important Qualities of Volunteers

Punctuality—Always arrive on time for any volunteer activity. The school day and class activities are set for specific times. If you are 10-20 minutes late, the activity may be over when you arrive.

Dependability—Teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day, please contact the school so other arrangements can be made.

Confidentiality—Volunteers must protect the teachers' and students' right to privacy. You may no disclose school affair or personal matters which have come to your attention while in school. Discuss student problems only with the teacher or staff with whom you are working.

Interest—As a volunteer, you will gain a feeling of satisfaction from your work because you bring with you an interest in young people. The ideal volunteer believes in each child's ability to learn and grow and recognizes that well-educated children are our greatest natural resource.

Desire—The ideal volunteer has a desire to teach, to learn, and to help. The volunteer has the time and willingness to serve and supports the school's efforts to educate each student to his or her potential.

**NEVER DISCIPLINE A CHILD WHILE SERVING
AS A VOLUNTEER, ALWAYS SEEK THE
ASSISTANCE OF SCHOOL PERSONNEL.**