



Volunteer Orientation

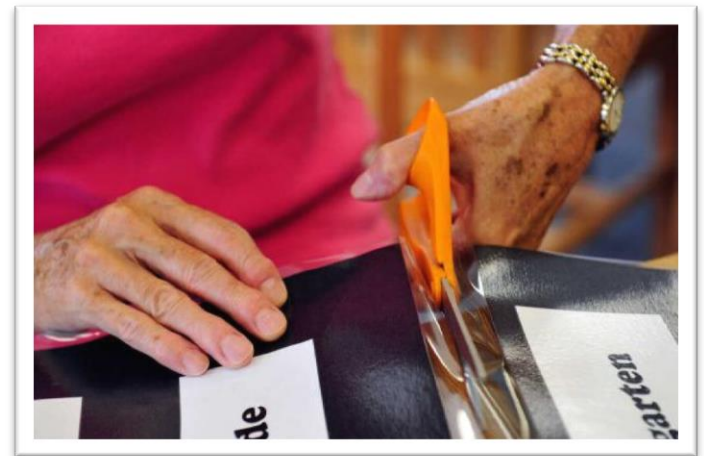
Ogden Elementary 2014-2015

Thank you for your interest in volunteering at Ogden Elementary. We understand that you are selflessly giving your valuable time to better the learning environment for our students.



Here are a few of the volunteer opportunities available:

- Assisting classroom teachers with small groups
- Assisting with library circulation
- Reading with students
- Performing at-home tasks for classroom preparation
- Making copies/laminating
- Chaperoning field trips
- Assisting with Fun Day





Copier and Laminating Training

Thursday, Sept. 11 @
9:00

Assistance for _____ Room # _____

Copy:

- Single Sided
- Double Sided
- Onto (special paper)
- Staple into Packet
(see picture for where to staple)

Quantity Needed: _____

Special Instructions:



Laminate:

- Cut from laminate
- Special Instructions
(please provide)

Other Comments:

Bind/Staple:

- On left/right side (circle one)
- At top
- Into booklet
(see picture for where to staple)

Please return by: _____

Completed by: _____

Date: _____

Types of Volunteers

Level 1

- Classroom helper
- Library assistant
- Cafeteria assistant
- Reading buddy

Level 2

- Field trip chaperones
- 1:1 tutors

Since Level 2 volunteers may be alone with students, a background check may be required and at the expense of the volunteer.

Time

As a parent/guardian you are entitled, under state law, to four (4) hours of leave each year to participate in activities in your child's school.

NCGS 95-28.3



If you are a New Hanover County Schools employee you are granted eight (8) hours of leave! Policy 6512

Confidentiality

Confidentiality is the ability to keep specific information private. While our staff will not inappropriately disclose confidential information to you, you may through observation, gain insight into students' learning styles, behaviors, and medical conditions. As a volunteer you agree to keep this information private and not share it outside of the school setting. It is vital to the success of our school that students learn in a trusting environment.

Safety

The staff member you are coordinated with will inform you of our safety, fire, and emergency procedures and provide adequate supervision to ensure a safe environment.

Volunteers may not administer first aid, except in case of an emergency.

If you are injured while volunteering, we ask that you fill out an Accident & Injury form available from an administrator.

Electronic Devices

To maintain an environment conducive to learning, we ask that all volunteers refrain from using their electronic devices when working with students. If you need to make a phone call, we ask that you do it away from the classroom.



Attire

We ask that volunteers adhere to the same standards staff and students are expected to follow in regard to dress. Clothing with inappropriate sayings, excessively tight or revealing clothing, or undergarments showing can be distracting and therefore not appropriate for a learning environment.

For the safety and success of students, we ask that volunteers:

- Wear a badge at all times
- Sign in and out through the office
- Use age-appropriate language
- Discuss age-appropriate topics
- Refrain from disciplining students
- Refrain from giving students rewards/food unless approved by a staff member
- Abide by all school rules, code of ethics, and NHCS policies available on the NHCS website.

Volunteer Agreement

- Please take our handbook with you as you leave.
- Once you have read through the information and the applicable school board policies fill out the **orange** sheet and return it to your child's teacher.
- If you have more than one child attending Ogden, please write all of your children's classrooms at the top and we will make copies and disperse them to the teachers for you.
- Link to NHCS Volunteer Handbook
<http://www.nhcs.net/humanresources/Volunteer/Volunteer%20Handbook.pdf>

**Thank you for investing your time in
our students!**

