

Lewiston-Porter Central School Primary Education Center

2018—2019



LEWISTON-PORTER
CENTRAL SCHOOL



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e-mail: CivilRightsCompliance@lew-port.com

Dr. Patricia Grupka or Dr. Heather Lyon

Civil Rights Compliance Officers

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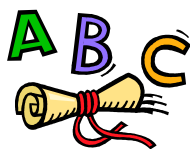


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Volunteers are great!
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Dear Volunteer:

We happily invite you to become an educational partner at the Primary Education Center. We already know that you are someone who gives freely of your time, talent, energy and expertise. Also, you are enthusiastic, cooperative, sensitive and sincere in all that you do.

You are most welcome to join us in creating a rich and positive learning environment for our children.

Philosophy of the Primary Education Center Volunteer Program

We believe that volunteers are vital members of the community of learners at the Primary Education Center. All of us benefit from the work you do by enriching the lives of our children and staff. As a volunteer, you are essential to the success of our program.

We cherish your devotion and commitment to the Primary Education Center. You are the important ingredient that bridges the gaps between home, school, and community.



Goals of the Parent/Volunteer Program at the Primary Education Center

Improve the quality of education for our students.

Provide extra help and support at all levels of program involvement at the Primary Education Center.

Help to stimulate community support and understanding.

Facilitate communication between home and school.



Enrich the school culture through the utilization of special skills and talents.

One hour a week, one day a week, one day on a special project... your efforts make a difference for students.

The Parent/Volunteer/School Relationship

When school personnel and parents/volunteers work together to form relationships, they establish a stronger learning environment for the student, both at home and at school. Parents/volunteers and teachers have the same goal – to help children love learning and be happy students.



The following are some tips to help parents when communicating with the school...

Recognize the teacher as an important partner in your child's education and future.

Make an appointment to visit the school and your child's teacher.

Be realistic in your expectations. First, talk to the teacher when there is a problem. Consult with the school principal, or her designee, if a second opinion is needed.

Let your child's teacher know that you like to spend time in your child's classroom to share your special skills and interests.

Be active in your child's school. Let your child's principal and teacher know that you want to be actively involved.

Volunteer Program Information

Individual classroom teachers design and facilitate the parent volunteers in their own classroom. They personally contact volunteers, develop and plan volunteer assignments, and organize volunteer schedules. Volunteers work directly under the supervision of the teacher.

The Principal is the supervisor of all teachers and volunteers. The program is evaluated annually to determine its effectiveness in the classroom and to solve problems should they arise.

Where would I do my volunteer work?

The Parent/Volunteer Room is available for parents to eat lunch and to do work outside the classroom. Young children [siblings] should only accompany you to volunteer at school when you will be working in the Parent Room. The Parent Room is R9.

How do I become a Volunteer?

Contact your child's teacher to sign up. You are welcome to have a photo ID badge created on school picture day. Please fill out the Volunteer Survey so that we can best use your skills and talents.



When will volunteering begin?

Volunteering will start at the beginning of October. You may begin volunteering once you have attended the mandatory parent volunteer orientation. The teacher will create a volunteer calendar that will be sent to your home. If you cannot make a volunteer time, please feel free to call or write the teacher a note and they will be happy to reschedule.

What do I do each time I volunteer?

Each time you volunteer, please sign in and out in the main office, wear a Volunteer ID badge or obtain a visitor's pass, and follow your volunteer schedule. Call the office at 286-7222 if you must cancel so that the classroom teacher can be notified.

Communication

As a school volunteer, it is crucial that the lines of communication be open and clear. Remember the saying “no question is an insignificant question.” Believe it! If you are unsure about what is expected of you, or how to use certain equipment, please ask someone for direction.

Language

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what you say, but keep in mind that what is a harmless slang term to you could be offensive to another adult or student.

Commitment

Whether you are volunteering on a regular basis, or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, librarian, or whoever is supervising your work as a volunteer, know when your schedule changes or if you can't make it when you are expected.

You Are a Part of a Team



Be professional. As a school volunteer, you are a role model for students. Behave toward students, other parents/volunteers, and school staff, in a respectful manner that sets an example of professionalism and good citizenship.

Procedure for Problem-Solving for Volunteers

Contact the classroom or supervising teacher to discuss the problem.
Contact the Principal after speaking with the teacher if your problem is not resolved.

Child Care

Volunteers are discouraged from bringing children who are not of school age to the classroom while they volunteer. Everyone's focus needs to be on the students who are enrolled in the class and involved in the learning process. If you must bring small children, you may use the Parent/Volunteer Room R9.

Confidentiality

Confidentiality, in and out of school, is expected at all levels of involvement. Privacy Laws require that adults be aware of the use of children's and family names and information without prior approval. Please ask when taking photos, labeling publications, or using students' pictures for publicity purposes.

What you hear or observe regarding students or staff while volunteering at a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the child, parent, and teacher relationship.

Volunteers will be asked to sign a confidentiality agreement at the Orientation session.

Health and Hygiene

Frequent washing of hands will help everyone stay healthy and happy. Volunteers should wash hands frequently.

Student Conduct and Character Education



Our approach to student conduct is based upon "Love and Logic"* and Choice Theory.** These programs promote responsibility and decision making. They also emphasize the development of the child's positive self-concept and meet their basic needs for Love and Belonging, Fun, Survival, Freedom and Power "within."

A child will establish ownership of a problem and identify solutions based on their basic needs and quality-world picture. A child will be encouraged to make a decision and learn from his/her behavior. Every effort is made to deal with a situation on an individual basis, with the child helping to solve the problem.

The Leader in Me Program helps empower children to lead and serve in our school community and provides us with a common language of "behavioral attributes."



* "Love and Logic" is a program designed by Dr. Foster W. Kline and Jim Fay

** Choice Theory is a Quality School's approach designed by Dr. William Glasser

*** Leader in Me is a leadership program designed by Stephen and Sean Covey

7 Habits of Happy Kids

Habit 1: BE PROACTIVE I'M in charge of Me

I take initiative
I am a responsible person
I do the right thing without being asked, even when no one is looking.



I choose my actions, attitudes & moods.
I do not blame others for my wrong actions.

Habit 2: Begin with the END in MIND

HAVE a Plan

I plan ahead and set goals.
I look for ways to be a good citizen.
I do things that have meaning and make a difference.

FINISH



I am an important part of my classroom and contribute to my school's mission & vision.

Habit 3: PUT FIRST THINGS FIRST

Work First, Then Play

I spend my time on things that are most important.
This means I say no to things I know I should not do.
I set priorities, make a schedule, and follow my plan.



I am disciplined & organized.

Habit 4: Think Win-Win

I Win, You Win, We Win

I balance courage for getting what I want with consideration for what others want.



I make deposits into others' Emotional Bank Accounts.

When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, Then to be Understood

I am confident in voicing my ideas.
I look people in the eyes when talking.

Listen BEFORE YOU Talk



I listen to other people's ideas and feelings.
I try to see things from their viewpoints.

I listen to others without interrupting.

Habit 6: SYNERGIZE Together is Better

I value other people's strengths and learn from them.

I get along well with others, even people who are different than me.

I work well in groups.



I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any of us can alone.

I am humble.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising, and getting sleep.

Balance FEELS BEST



I find meaningful ways to help others.

I spend time with family and friends.

I learn in lots of ways and places, not just at school.

Volunteer/Teacher Relationship

You will be working with teachers, substitute teachers, teacher aides, and other volunteers. A few reminders might help to foster good relations among the many busy adults giving of their time to help our children.

Be certain the teacher knows when you are coming. Do not drop in unannounced to help a teacher. It takes time to plan for volunteers and to ensure that their time is not wasted.

Be on time. Try not to be late or absent for a session. Call the main office to leave a message for the teacher if you must miss a scheduled day.

Save private conversations for a time without students. Try not to interrupt someone who is teaching. It is easy to lose the momentum of an activity when students are distracted or forced to wait while adults carry on conversations.

Leave discipline matters to the teacher. The teacher is responsible for maintaining classroom order, even when other adults are working with students in the room. If you have a discipline problem with a student that cannot be resolved by gentle promoting or a few positive words, speak with the teacher.

Respect the confidentiality of all information and activities related to school staff, faculty, students, and their families. Remain enthusiastic and positive.

Have fun! What power children learn from seeing shared leadership, cooperative teaching, and adults participating in many roles!

Strive toward a comfortable working relationship with the teachers, but don't take each other for granted. Treat one another with courtesy, respect, and appreciation.



Rights and Expectations of Volunteers

You will be supervised by a staff member.

You will be given an orientation/training on the use of equipment.

You will be treated with respect and courtesy by all staff members.

You will be given appropriate, well-designed, purposeful jobs to do.

You will be appreciated for your commitment, dedication and involvement in the program.

Your interests and talents will be utilized and matched to the needs of the school and curriculum.

Volunteer Orientation

Volunteers are encouraged to attend the volunteer training session in order to enhance your volunteer experience. A handbook like this is useful in covering information in a general manner. Volunteers, whether in specific programs or as a volunteer in a certain classroom, need specific information about their volunteer duties. This can be accomplished by attending an orientation/training with other potential volunteers, or by meeting individually with the member of the school staff who will be supervising you. For example, volunteers need to know where supplies are located, as well as specific school practices. Once you've become an experienced volunteer, you may be asked to help with the orientation of new volunteers.

Supervision

Volunteers perform under the direction/supervision of school personnel. If a volunteer assists a student or students outside the classroom they should not be taken to any area except that specified by the teacher or principal.

Volunteer's Role Description

The role of a Parent Volunteer in the Classroom is a helper who cares about student learning.

Volunteers Should

Enter and leave a classroom quietly so that the children are not disrupted.

Take direction from the classroom teacher.

Help teachers to physically organize resources.

Volunteer Responsibilities

As a volunteer you are expected to:

- be supportive and encouraging toward other volunteers
- behave in a competent and trustworthy manner
- be loyal to the Primary Education Center, upholding the standards and performing your duties according to its policies and philosophies
- treat our students, their families and staff with dignity and respect
- be dependable and consistent in fulfilling your obligations. (Please give the teacher adequate notice if you are unable to attend at your scheduled time.)
- respect the privacy, dignity and wishes of our students
- treat any information you acquire about the students as confidential, whether you receive it from staff or through personal observation
- participate in training and program information sharing to help assist in carrying out your activities more effectively

clearly state the duties you do not like so that they may be assigned to other volunteers

Volunteers Are *Not* Expected To

discipline students
prepare/plan lesson
mark /grade work
instruct classes
take responsibility for difficult students
evaluate students

and should not

withdraw a student from the vicinity of the class

Creative Contributions

We like to use volunteers in creative ways that go beyond the traditional tasks that volunteers perform. Creative ways to volunteer include:

- assisting on picture days to organize students, comb their hair, etc.
- organizing parent events
- helping to develop enrichment activities/projects
- assisting in resource classes
- providing transportation or child care so another parent can share volunteer opportunities

Volunteers Dress Code - Dress For Success

Appropriate attire promotes safety and contributes to positive behavior and self-concept. The cooperation of parents/guardians in encouraging attire suitable for school is appreciated! Inappropriate dress could endanger physical health and limit participation in school activities. For example, dress shoes, open-toe or backless sandals, and high-heeled shoes can be unsafe in the school environment.

Evaluating Volunteer Performance and Program Success

As with any successful program, there needs to be continual evaluations that result in improvements. Through surveys, questionnaires, observations, and personal interviews, the program's general success in meeting the needs of children, teachers, staff, and volunteers can be assessed. These methods also can be used to assess the individual performance of each volunteer, the effectiveness of orientation and training sessions, and the volunteer program's procedures and recruitment strategies.

You are appreciated...

We appreciate all that you do as a school volunteer. Volunteering in our school takes many forms; as a member of the PTA, in the classroom, on the playground, in the library, on field trips, as a team sports helper or a music boosters member, and at special projects and events. You are part of a team at the Primary Education Center.

Thank you for all your help and support!





EDUCATIONAL PARTNERS

Volunteer Creed

Written by Dianne Fleck, Parent



- E**nhance, encourage and enrich the education of 20 little friends.
- D**emonstrate and model a cooperative spirit in your interactions with all children and school personnel.
- U**nderstand and respect the confidential nature of school records and relationships among staff members and our children.
- C**reate a warm, secure and happy environment around you.
- A**dapt to changing needs and unexpected interruptions.
- T**reat each and every staff member and child with courtesy and respect, which you expect in return.
- I**dentify individual strengths and realize each child has a special gift!
- O**rganize classroom resources and children to accomplish their work.
- N**urture the “whole” child.
- A**ssist students to become better readers.
- L**earn names, listen, lead, love and logic.

- P**romote and practice the highest of school standards.
- A**dapt to the needs of each and every child.
- R**espect the individuality of our students – their strengths and weaknesses – and be sensitive to their tall tales, fragile days, and self-doubts.
- T**ake direction from the classroom teacher or aide.
- N**o put downs.
- E**nter and leave the classroom quietly, so that the children are not dis-rupted.
- R**epresent a positive role model and demonstrate attentive behaviors at all times.
- S**eize every opportunity to be sincere and supportive and breed success!



Volunteer Survey

Parental/Volunteer involvement has been shown to enhance student achievement in school. When parents/volunteers participate in their student's education, both adult and children benefit.

Print Name		
Phone Number		
Child or children's name(s) and grade(s)/teacher name/room #		
Please check any interests or hobbies you might be willing to share	<input type="checkbox"/> Woodworking <input type="checkbox"/> Cooking <input type="checkbox"/> Sewing <input type="checkbox"/> Art <input type="checkbox"/> Drama <input type="checkbox"/> Music <input type="checkbox"/> Poetry <input type="checkbox"/> Storytelling <input type="checkbox"/> Gardening <input type="checkbox"/> Photography	<input type="checkbox"/> Martial arts <input type="checkbox"/> Dancing <input type="checkbox"/> Gymnastics <input type="checkbox"/> Fishing <input type="checkbox"/> Travel <input type="checkbox"/> Science experiments <input type="checkbox"/> Computers <input type="checkbox"/> Sports (Which ones?): _____ <input type="checkbox"/> Other _____ _____
Check any of the following activities that interest you	<input type="checkbox"/> Volunteering <input type="checkbox"/> Coordinating volunteers for school functions <input type="checkbox"/> Tutoring a child or group of children <input type="checkbox"/> Assisting with field trips <input type="checkbox"/> Helping to create a classroom newsletter <input type="checkbox"/> Donating requested materials <input type="checkbox"/> Training an academic team <input type="checkbox"/> Sharing information on your culture or language <input type="checkbox"/> Being a translator <input type="checkbox"/> Discussing your occupation <input type="checkbox"/> Coaching an athletic team <input type="checkbox"/> Working on playground improvement <input type="checkbox"/> Participating in fundraising <input type="checkbox"/> Helping create a website or brochure <input type="checkbox"/> Serving on an advisory council <input type="checkbox"/> Helping to write grant proposals <input type="checkbox"/> Being an officer in the parent-teacher organization <input type="checkbox"/> Attending Board of Education meetings <input type="checkbox"/> Representing the school to legislators <input type="checkbox"/> Connecting with community members, resources and/or to further their commitment to quality schools <input type="checkbox"/> Other (please describe): _____	
When are you available to participate?		
What needs do you have to help you be an effective volunteer?		