

# Cunningham Creek Elementary Volunteer Training

1. THANK YOU FOR VOLUNTEERING!!
2. Vision: Cunningham Creek Elementary School is a community of Caring Cardinals, committed to creating an atmosphere that encourages students to develop to their greatest potential. Through our commitment to **C**ommunicating, **C**aring and achieving **E**xcellence, all Cardinals will soar with a passion for lifelong learning.
3. Mission: At Cunningham Creek, we will build strong bodies, hearts, minds, and spirits so we can live, love, learn, and lead.
4. ALL visitors and volunteers entering the school must be an approved volunteer through the county. If you have NOT made application, please go on line at <http://www.stjohns.k12.fl.us/volunteer/> . Please do not reapply if you have already made an application in St. Johns County. Volunteers will automatically be updated in the system after 3 years. Please remember to allow 1-4 weeks for your application to process

## ROUTINE PROCEDURES FOR VOLUNTEERS

1. Assure that a school access form has been completed or that the current form is valid (every 3 years) - <https://stjohns.keepntrack.com/apply>.
2. Sign in (with valid ID) and out upon arrival and departure at the front office.
3. Wear name badges at all times while at the school.
4. Promptly report to the assigned faculty or staff member.
5. Do not go other parts of the school aside from your assigned destination without the permission of the front office.

NOTE: For the safety and welfare of the students, a background check will be conducted for all volunteers. School Access Forms are processed by an assigned school designee through the KeepnTrack software system.

## **QUALITIES OF A GOOD SCHOOL VOLUNTEER**

1. Be dependable and punctual (always calling the school to notify the student and teacher if you are unable to come).
2. Remember that the teacher is in charge of the classroom.
3. Conform to school policies and know the importance of the volunteer's role as a good example of behavior, speech and dress.
4. Respect cultural differences of young people.
5. Know that special information about teachers and students is confidential. Keep your observation on a professional level.
6. Be willing to work under supervision of a staff member.
7. Talk over any problems with the assigned teacher and the volunteer coordinator.
8. Schedule parent-teacher conferences for your children during non-volunteer hours.
9. Follow the teacher's plans completely.
10. Ask if you do not understand a directive or assignment.
11. Have time and a willingness to serve on a regular basis.
12. Have or be willing to acquire skills needed to improve and enrich a learning program.
13. Possess a warm, friendly and positive attitude.
14. Abide by confidentiality rules for all students, personnel, and other school volunteers.
15. DO NOT assume the responsibility for the discipline of pupils.
16. Do not chew gum on campus.
17. Do not smoke on school premises. St. Johns County Schools are all smoke-free.

## **SUGGESTIONS FOR DEVELOPING EFFECTIVE VOLUNTEER/TEACHER RELATIONSHIPS**

1. Establish a good firm working relationship with the teacher.
2. Discuss the level of class, special help needed for students, time at which teacher needs assistance most, and area and goal that the teacher is pursuing.
3. Exchange phone numbers so that, if necessary, contact may be established.
4. Let the teacher know what training you have received, and discuss the service assignment together.
5. Come to the classes at the time and day prearranged with the teacher. He/ She will have changed his/her schedule to include you. Also, the student(s) will be relying on your arrival.
6. Be warm, friendly and courteous at all times.
7. Never disagree with the teacher in front of students or let the students play you against each other.
8. Keep channels of communication honest and open. If there is a problem, speak about it to the teacher or volunteer coordinator. Also, don't be afraid to ask questions.
9. Let the teacher know if you have discovered a serious problem or handicap that may affect the student's work.
10. Be willing to receive direction and supervision from the teacher or other members of the school staff.
11. Clearly understand the task which has been identified and work toward a specific goal.
12. Make sure the teacher in charge of the activity is aware of your plan of action, and approves it.
13. Identify appropriate classroom behavior the teacher wishes to reinforce.
14. Assure that all anticipated questions are asked about an assignment, to avoid interrupting the teacher during instructional time.