

VOLUNTEER HANDBOOK



CLAREMONT MIDDLE SCHOOL
Home of the Knights

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INTRODUCTION

Thank you for your interest in volunteering. The contributions of parents, guardians, and community members are vital to Claremont's success in helping our students reach their full potential. Not only will your work assist our staff, but your presence here will also tell our kids that you care about the quality of their experience here. Some companies give their employees paid time off to volunteer in a school; check with your human resources department to see if your company provides this benefit.

Claremont volunteers perform a variety of tasks ranging from one-time jobs to monthly, weekly or daily commitments. They provide in-class help, translation services for families, clerical support, and lunchtime supervision. Sometimes they share a special skill, occupation, or talent with students by teaching a class in our after-school program.

If you'd like to volunteer at Claremont, the first step is to register with Oakland HEROES (Helpers Engaged in Reaching Oakland's Excelling Schools), the volunteer placement program for the Oakland Unified School District, at www.oaklandheroes.org. In preparation for filling out the registration form, consider these questions:

- Would you like to work directly with students or behind the scenes?
- What days or hours do you prefer?
- How much time do you want to commit?
- What experience do you have that would prepare you for your volunteer job?

Volunteers are required to submit results of a tuberculosis (TB) test administered within the past year along with their application.

This handbook also contains guidelines and resources to assist you once you've started volunteering. Finally, we encourage you to use the form on the last page to offer suggestions for improving our educational programs or school climate. The Claremont Parent-Teacher Association offers many other ways to volunteer, all of which help create a positive learning environment for our staff, students, and families.

Thank you—we appreciate any time you can give to Claremont. By giving of yourself, by sharing time, by caring, you will be making a difference.

EXPECTATIONS AND GUIDELINES

What are we looking for in a volunteer?

- A genuine interest in helping students
- A commitment to doing your task well
- A cooperative attitude with faculty and staff
- Flexibility
- Reliable attendance and punctuality
- Respect for school rules and protocols
- Willingness to guarantee confidentiality of student information

What are the school rules volunteers should know about?

- Smoking is prohibited on school property.
- No food or drinks, other than water, are allowed in the building.
- Cell phone use is prohibited on campus.
- It is the responsibility of the school staff to discipline the students.
- Volunteers may not bring children who are not registered at Claremont when they are working with or supervising students.

Please review Claremont's Student/Family Handbook for additional information about the school.

Sign-in Procedures/Absences

Please stop by the school office before you begin your volunteer activity to sign in and obtain a name badge. Don't forget to sign out when you leave. If you are unable to volunteer on a given day, please call the school at 879-2010 and leave a message for your supervisor.

Orientations

General orientation sessions for volunteers will be scheduled periodically throughout the year. Volunteers will also receive on-the-job training as necessary.

RESOURCES

Parking

Parking is available on neighborhood streets around the school. Please be sure to check posted signs for limited-time parking and street sweeping days.

Restrooms

Volunteers may use the restroom in the front office.

Office supplies

Check first with your supervisor, then with administrative assistant Edith Gambrell.

Emergencies

In case of emergency, or when you have concerns for student safety, report immediately to a school administrator.

Fire drills

Volunteers must comply with fire drill procedures. Check with your supervisor for the safety plan for your area.

What do you do if . . . ?

Your supervisor is absent: Check with an administrator to see if you should proceed with your work.

A teacher leaves you unsupervised with students: Teachers know not to do this, but if they do, contact an administrator immediately.

You observe a student conflict when staff is not immediately nearby: Use your best adult voice and direct the students to a staff member. If they don't comply, go get a staff member.

Students are using profanity in your presence: Use "we" language to say that Claremont is working on instilling the values of dignity and respect, and that kind of language isn't part of the program. "We don't do that here."

A student is disrespectful to you: Say, "I'm a parent volunteering at this school. How would you feel if a student were disrespectful to your parent?" Then walk away.

SUGGESTIONS?

Volunteers are always invited to give the principal feedback on how Claremont could improve. If you have an idea, please write it down and put it in Mr. Chambliss's mailbox in the front office.