



Welcome to volunteering at Honeoye Falls - Lima Schools! We appreciate the support and hard work the volunteers do in our District. Thank you!

Please take a few moments to read and review this handbook. **The last page needs to be signed and returned to the school where you volunteer.** Our goal is to have every volunteer understand the important role they play in our community and to help maintain the confidentiality of our students and staff.

Volunteer Role

The primary objective of the school is to encourage student growth – emotionally, socially, physically and intellectually. The teacher’s role is to evaluate, diagnose, prescribe, and initiate instruction. As a volunteer, your role is:

1. To provide a positive relationship with the students and staff
2. Give individualized assistance
3. Help the teacher with non-instructional tasks (copying, organizing, etc.) so they have more time to work with the children and creatively plan.

Confidentiality

Teachers and parents are very protective about the progress of their children. When you volunteer, you will sometimes hear or see privileged information. You may also see staff actions that you wonder about. Keep this information to yourself. Sharing information with friends and neighbors can hurt the children. By respecting the privacy of the children and staff, you can establish a positive and mutually respectful relationship with everyone in the building. If you have a concern, please speak to the staff member or the principal.

The School Volunteer Team

Volunteers: assist staff to provide an enriched educational program.

Principal: administrative and instructional leader in the school.

Teachers: provide meaningful tasks and maximize the volunteer’s time. Orient and give clear directions to the volunteers.

Staff Liaisons: members of the staff who assess the teachers’ needs and help place volunteers.

Volunteer Coordinator: serves as team leader for the volunteers.

Volunteer Responsibilities

- Respect the **confidentiality** of all information that relates to students and staff. This is crucial to the privacy of all of our students in the District.
- Use appropriate channels of communication for comments and suggestions. If you have a concern please speak with the teacher, chairperson or the principal. Discussing an issue with someone who has the ability to make change makes sense and protects the privacy of the children and staff.
- Maintain a caring and supportive role with students while keeping a professional attitude. It is important to be nonjudgmental.
- Be prompt and dependable. Notify the school or your chairperson when you are unable to be present.
- Serve under the supervision and direction of a staff person.
- Let the teacher handle all matters regarding discipline.
- Be aware of and comply with school policies.
- Maintain a professional attitude with respect to conduct and dress code.
- Attend the volunteer training session in the beginning of the year.
- Sign the logbook in the front office room each time you are at the school for any type of volunteer activity. Indicate time in and out, and along with teacher or activity you are involved in. While volunteering in the school, please wear a nametag from the main office.

Enjoy yourself and know that you are appreciated! Your volunteering does so much for our school, students and our community.

Please note: If you encounter problems with a volunteer assignment, please feel free to confidentially contact the volunteer coordinator in your building.

Volunteer Resources

PTA Workroom

- General work supplies are available in the PTA Workroom. This room is located to the left of the cafeteria. Tape, scissors, hole punch, and staplers are available for use in the room.
- Book binder: There is a bookbinder in the PTA Workroom. Please see the Main Office for information on how to use the binder.
- PTA mailbox: You may leave information for any of the PTA chair people in the PTA Mailbox located in the workroom. It is a movable plastic file.
- Laminator: Please drop off anything you would like laminated in the bucket in the workroom. Volunteers are asked not to use the laminator.

Copier

The copier is located in the room adjacent to the Nurse's Office. This machine can copy, collate, create booklets, and staple. It is meant for small number of photocopies. If you need to make more than a few sets of copies, you need to send your project to the Middle School Copy Center. Request forms are available in the copy room. Turn around time is approximately two days.

What's Happening...

If you are working on a committee and need to reach the families at Lima you may wish to place an announcement in the weekly newsletter, "What's Happening". Write out your announcement and turn it in to the Lima Main Office no later than the Wednesday of the week you would like it to run. What's Happening is sent home with the students each Friday.

Teacher mailboxes

Mailboxes are located in the room to the right of the Lima Main Office. There is also a general mailbox for the PTA.

Honeoye Falls – Lima School District
Volunteer Agreement

Please sign the following and return to the Main Office in your child's school. You may send it in with your son or daughter. Thank you!

I have read the Volunteer Responsibilities and understand the importance of protecting the confidentiality of the students, the families, and the staff in the HF-L Schools.

Volunteer Signature

Date

Volunteer Name (Please Print)

Thank you for your commitment to the children in our District!