

Increasing Student Achievement Through Community Involvement and School Volunteers

Congratulations for becoming a vital link to our students growth and achievement.

This orientation is required for APS volunteers in accordance with State Statute and Albuquerque Public Schools' Policy and Procedural Directive.

Legal Cross Ref.:

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INTRODUCTION

Our mission is to engage the community in the education of our youth, enriching the lives of both.

Albuquerque Public Schools recognizes and truly appreciates the multitude of school volunteers offering a wealth of experience, cultural diversity, and invaluable assistance to staff and students.

A smile.

A laugh.

A raised hand.

A question.

A thank you.



School volunteers experience this every day in the Albuquerque Public Schools. You may see a child become intrigued, learn something new or set an admirable goal. Albuquerque Public Schools is committed to developing the academic capabilities of all students in our community. We are strongly supported by our volunteers who, in the spirit of stewardship, offer their time, talent, and treasure to enhance our school program. Volunteers join us as partners and are careful to extend respect, trust, and loyalty to everyone they encounter while working among the school community.

Under the direction of the administration and faculty, volunteers lend wonderful support to the school program. We are truly grateful to all our volunteers for the valuable gift of service they offer. Working together, we are creating a brighter future for children.

This Orientation is designed to :

- ❖ Familiarize volunteers with the APS Volunteer **Program goals**
- ❖ Introduce **essential principles** while engaged in school activities
- ❖ Introduce **volunteer guidelines** for:
 - ✓ School partners
 - ✓ Working in the classroom
 - ✓ Working directly with students
- ❖ Suggest ways to **assist**

PROGRAM GOALS

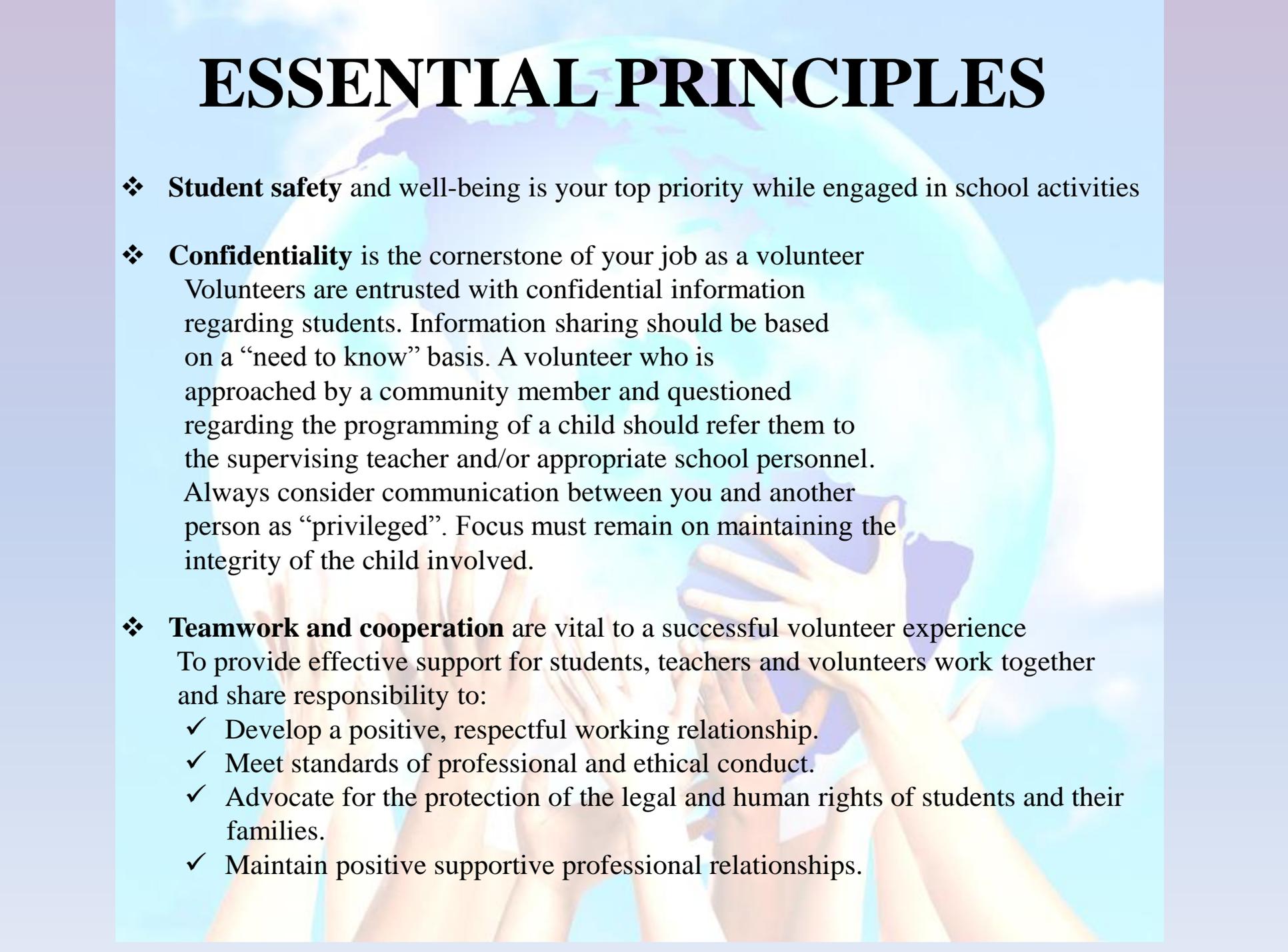
We value family and community engagement in school activities and believe that volunteer involvement can have a positive impact on a child's education.

The goals of our school volunteer program are to:

- ❖ Increase family engagement
- ❖ Encourage schools to volunteers
- ❖ Strengthen school-community relationships
- ❖ Improve communication between schools and the communities they serve
- ❖ Enhance learning opportunities
- ❖ Assist staff
- ❖ Provide individualized educational assistance
- ❖ Utilize the expertise of our community
- ❖ Provide increased opportunities



ESSENTIAL PRINCIPLES

The background of the slide features a large, semi-transparent globe of the Earth in shades of blue and green. In the foreground, several hands of various skin tones are raised, reaching towards the center of the globe, symbolizing global unity and support.

- ❖ **Student safety** and well-being is your top priority while engaged in school activities
- ❖ **Confidentiality** is the cornerstone of your job as a volunteer
Volunteers are entrusted with confidential information regarding students. Information sharing should be based on a “need to know” basis. A volunteer who is approached by a community member and questioned regarding the programming of a child should refer them to the supervising teacher and/or appropriate school personnel. Always consider communication between you and another person as “privileged”. Focus must remain on maintaining the integrity of the child involved.
- ❖ **Teamwork and cooperation** are vital to a successful volunteer experience
To provide effective support for students, teachers and volunteers work together and share responsibility to:
 - ✓ Develop a positive, respectful working relationship.
 - ✓ Meet standards of professional and ethical conduct.
 - ✓ Advocate for the protection of the legal and human rights of students and their families.
 - ✓ Maintain positive supportive professional relationships.

VOLUNTEER GUIDELINES

School Partners

- ❖ Maintain consistent and regular attendance
- ❖ Record your attendance
- ❖ Follow the regulations and procedures of the school
- ❖ Wear a school issued name tag or ID.
- ❖ Discuss school or student issues with staff members at appropriate times—never in front of students
- ❖ Observe discretion in commenting on school matters
- ❖ Dress in neat, clean, and appropriate attire for school

VOLUNTEER GUIDELINES

In The Classroom

To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you assist in the schools:

- ❖ The main concern of volunteers while engaged in school activities must be the safety and education of students.
- ❖ Volunteers may not give students medication.
- ❖ Volunteers may not divulge individual student's grades, records and abilities, which are personal and confidential information. Students have a right to confidentiality under federal law (FERPA) that includes the following.
 - ✓ Academic work completed
 - ✓ Family background information
 - ✓ Standardized test scores
 - ✓ Attendance records
 - ✓ Health data
 - ✓ Grades
 - ✓ Interest inventory reports
 - ✓ Teacher or counselor ratings and observations
 - ✓ Reports of serious or recurrent behavior patterns
- ❖ Volunteers are not permitted to supervise a classroom or discipline students. These duties are the responsibilities of the teacher and school administration.
- ❖ Volunteers will be assigned only to staff members requesting assistance.
- ❖ Volunteers shall set a good example for students by their manner, appearance and behavior.
- ❖ Volunteers are required to sign in and out with the main office.
- ❖ Volunteers are required to complete an application form annually before helping in the school.

VOLUNTEER GUIDELINES

Working with Students

- ❖ Call each student by name
- ❖ Ask leading questions rather than giving answers to students
- ❖ Realize that a student must feel that it is OK to make mistakes
- ❖ Do more listening than talking
- ❖ Be reliable.
- ❖ Look for and praise small successes.
- ❖ Remember, self-esteem and self-control are basic to learning
- ❖ Maintain confidentiality

Ways to Assist

There are many ways you can assist students and the teachers by:

- ❖ Extending the teachers' teaching time
- ❖ Enriching the learning experience
- ❖ Expanding the resources of the school



How You Can Assist Extension

- ❖ Read stories
- ❖ Assist in labs
- ❖ Answer questions
- ❖ Check student work
- ❖ Tutor math and reading
- ❖ Create new learning centers
- ❖ Use audio-visual equipment
- ❖ Find materials for classroom use
- ❖ Help older students with research
- ❖ Reinforce skills by providing extra drill
- ❖ Work with non English speaking students
- ❖ Play spelling, phonics, language, and math games
- ❖ Assist students with make up work and missed tests



How You Can Assist Enrichment

- ❖ Dramatize stories
- ❖ Assist with art projects
- ❖ Make educational games
- ❖ Assist with creative writing
- ❖ Help children choose books
- ❖ Tape record students' stories
- ❖ Help students use video cameras
- ❖ Type and reproduce class newspapers
- ❖ Record books for students with reading difficulties



How You Can Assist Expansion

- ❖ Display special collections
- ❖ Explore career opportunities
- ❖ Add expert resources in special classes
- ❖ Give performances or demonstrations in the arts
- ❖ Show pictures/videos and comment on experiences in other cultures



A Special Word to Parents

Parents who volunteer in the school that their children attend are in a special situation. It is essential that they hold in confidence any information learned about or from the students.

These volunteers must refrain from discussing the capabilities, behavior, attitudes, etc. of students with anyone besides school personnel. They must also be cautious about remarks made in the hearing distance of their own children.

Volunteers who work in their children's school must show discretion and tact in conversations about the students, teachers and school.



Volunteer Support

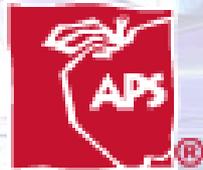
Each volunteer plays an important part in the education process. It is our goal to ensure that each of our volunteers feels comfortable, confident, and appreciated as they serve the needs of our schools and our students. We value your input, so if you have suggestions on how the volunteer program can be improved, Please contact us at:

Albuquerque Public Schools Volunteer Programs

Student, Family and Community Support Division
6400 Uptown Blvd. NE Suite 340W
505-855-5267

Increasing Student Achievement Through Community Involvement and School Volunteers

Thank you again for becoming a vital link to our students growth and achievement. The work of volunteers is essential to maintaining healthy, dynamic communities at home and in the schools.



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