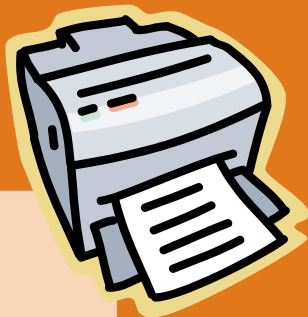


C.H.E.E.R.S.

Citizens Helping Educators
Encourage Responsible Students



VOLUNTEER



Dear School Volunteer

I would like to take this opportunity to welcome you to the South Lyon Community School's volunteer program. We hope that you find your volunteer experience to be exciting and rewarding.

We are looking forward to an exciting year! It is the generous sharing of your time that allows us to provide many additional learning experiences for our students. You are one of our most precious resources, and I want to thank you for joining our CHEERS team!

With your assistance our entire community will benefit through stronger school and community relations, helpful teacher assistance and extra help for our children. Again I thank you and wish you a most successful year!

Sincerely,

William a. Pearson

*William Pearson
Superintendent of Schools*

Introduction

This volunteer handbook was created to enhance a most valuable service that you render in providing educational experiences for the South Lyon students. It has been prepared to offer specific information relating to the duties and responsibilities of the school volunteer. It cannot begin to contain every bit of information that will be necessary to meet all of your needs, but it is a beginning and a background to help you feel comfortable in the very important task of helping to meet the needs of the students.

If you need additional information or have any questions about the school volunteer program, please contact your building coordinator. Thank you for volunteering!

District C.H.E.E.R.S. Office

Sayre Elementary
Jennifer Murphy
248-573-8500

Salem Elementary School

7806 Salem Road
Salem, MI 48175
248-573-8450

Bartlett Elementary School

350 School Street
South Lyon, MI 48178
248-573-8300

Sayre Elementary School

23000 Valerie Street
South Lyon, MI 48178
248-573-8500

Brummer Elementary School

9919 N. Rushton
South Lyon, MI 48178
248-573-8520

Centennial Middle School

62500 W. Nine Mile Road
South Lyon, MI 48178
248-573-8200

Dolsen Elementary School

56775 Rice Street
New Hudson, MI 48165
248-573-8400

Millennium Middle School

61526 W. Nine Mile Road
South Lyon, MI 48178
248-573-8600

Hardy Elementary School

24650 Collingswood
South Lyon, MI 48178
248-573-8650

South Lyon East High School

52200 Ten Mile Road
South Lyon, MI 48178
248-573-8700

Kent Lake Elementary School

30181 Kent Lake Road
New Hudson, MI 48165
248-573-8350

South Lyon High School

1000 N. Lafayette
South Lyon, MI 48178
248-573-8150

Volunteer Program

Goals

1. Increase parent, citizen and student involvement to improve the quality of education.
2. Increase volunteerism at both middle schools and high schools.
3. Increase volunteer opportunities at the elementary schools.
4. Provide community volunteer opportunities.
5. Involve senior citizens
6. Encourage community families and business partnerships

Tutoring Tips

The three "R"s of a positive tutoring experience are:

1. **RELATIONSHIP** of mutual respect between tutor and student.
2. **RELEASE** of anxieties by the student so that they are relaxed and secure enough to devote themselves to learning.
3. **REINFORCEMENT** of the teaching process by helping students learn as individuals.

The fourth "R" might be **RELIABILITY**. The opportunity for a student to relate one on one with a caring adult may be the highlight of the student's day.

How Children Learn

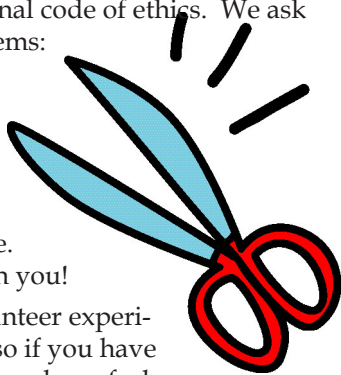
- Children learn by doing, not by passive observance.
- Children learn by asking questions and by searching for answers to their questions.
- They learn by discovery.
- They learn by using all their senses when possible.
- They learn by experimenting.
- They learn by repeating experiences.
- They learn by sorting and combining objects.
- They learn by building confidence in themselves



Volunteer Code of Ethics

In order to promote volunteerism in our schools it is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers submit to the following items:

1. **Attitude:** Please come to school with a good attitude in an attempt to make this experience a good one for all involved.
2. **Dependability:** Please be dependable. The students and staff are counting on you!
3. **Communication:** We want your volunteer experience to be a learning activity for you so if you have any questions, concerns or suggestions, please feel free to voice them.
4. **Confidentiality:** As a school volunteer you will know the children who are succeeding and those who are struggling. Please remember that any information pertaining to the children specifically must be left in the classroom. We do not want to be responsible for sharing any information that might be detrimental to a child.
5. **Support:** As school volunteers we must place ourselves in a position to be of support to the teachers, staff, building administrator(s) and the students.



As school volunteers adhering to a professional code of ethics, you are part of the school team whose goal is to provide opportunities for all children to learn. You are a Professional School Volunteer!

Helpful Hints

DO –

- ask questions if you don't understand your volunteer assignment.
- accept each child as he or she is and learn to appreciate each child's unique qualities.
- remember to sign in and out at the office each time you are volunteering.
- remember to wear a CHEERS badge.
- avoid taking sides in an argument.

- maintain a sense of humor.
- encourage students to do their own thinking.
- be honest with students, if you don't know the answer admit it and work it out together. This lets the student see that you are human and puts mistakes in perspective.
- let the teacher be responsible for discipline.
- respect confidentiality.
- actively seek out something to compliment during each activity.
- be friendly and kind. SMILE!
- call the building coordinator if you are going to be absent.
- respect a child's privacy.
- enjoy the good feeling that you get when you help.
- keep your cool! You are setting an example.
- try to correct errors in a positive manner.
- COMMUNICATE when you have problems so that they can be solved.

DON'T –

- be reluctant to ask questions about school policies and procedures.
- let the children down – they depend on you.
- intervene or contradict when a teacher has dealt with a problem.
- bring upsets from home into school.
- be afraid to laugh at yourself.
- forget that a positive remark accomplishes more than criticism.
- do student's work for them.
- make promises that you cannot keep. This will disappoint the children and destroy trust.
- be hesitant about using whatever work space is available.
- forget how important you are!



Things You Should Know

Guidelines

Volunteers are guided by the Board of Education policies, rules and regulations, under the direction of the professional school staff.

Sign-In

Please remember to sign the Volunteer log sheet the office as you report for your daily volunteer assignments and as you leave the building. Do you sign-in at the office? We appreciate your work as a volunteer and the sign-in sheet will help us know who is working in the school and the services that you bring. A record will be kept of your volunteer hours. Should a message come in for you, it may save valuable time for the office staff to know definitely that you are in the building and where you can be located. It also provides the school district with records for liability purposes.



Volunteer Badges

Volunteer badges are available in the school office. We request that all volunteers wear a CHEERS badge whenever they are volunteering in a school building.

Interschool Mail

This is an easy way to get and return materials from other buildings in the district. Please inquire through your building coordinator for additional instructions on using this service.

Income Tax Deductions

Volunteers may take income tax deductions for automobile mileage to and from their volunteer assignment. This deduction must be itemized. The IRS does not allow you to bill for your time.

Disciplining Students

This is not the responsibility of the volunteer. The volunteer may correct, but all discipline should be left to the school employees.

Dress Code

We ask that you use discretion and good taste, remembering that adults set an example for children.

Absence Procedures

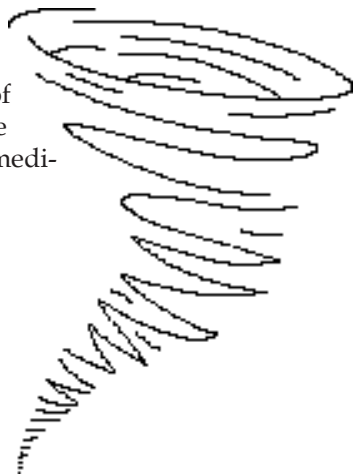
It is essential that all volunteers take the responsibility of notifying the building coordinator as soon as they know that they will be unable to fulfill their assignment. The building coordinator will then attempt to arrange for a substitute for you.

Eating and Smoking

Eating is permitted in designated areas. Please check with your building coordinator for the location(s) in your building. South Lyon Community Schools are smoke free. Smoking IS NOT permitted on school grounds.

Fire and Tornado Drills

Volunteers should acquaint themselves with the building policies. If you have a child out of the classroom, the child should be returned to his or her teacher immediately.



Everything you need to know about your school volunteer assignment

School _____

Principal _____

Secretary _____

School Address _____

School Phone _____

Teacher _____

Room Number _____

Staff Member _____

Building _____

Building Coordinator _____

Telephone _____

District Coordinator _____ Jennifer Murphy

Telephone _____ 248-573-8500

E-mail address _____ murphyj@slcs.us

Your Volunteer Schedule

Monday _____ Thursday _____

Tuesday _____ Friday _____

Wednesday _____

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