

Welcome Volunteers!



Men of Excellence Volunteer Training 2016-2017

“Empowering Lives through Excellence Everyday!”

THANK YOU!

We appreciate your willingness to share your very valuable personal time with our School District!

Volunteers are valued for their generosity in providing a service to staff and students AND for their spirit of cooperation.

Volunteers ENRICH the ENTIRE SCHOOL COMMUNITY.



Standard Requirements:

To be cleared to volunteer in West Orange - Cove schools, ALL volunteers are required to submit information for background checks before being cleared to work with students.

This is required for EACH SCHOOL YEAR.

Campuses will receive a list of cleared volunteers.

Questions regarding clearance should be directed to the campus or Human Resources.



Volunteer Procedures

Volunteers will be requested by the campus front office, an individual teacher, and/or by administration.

On the designated date/time, volunteers should report to the front office of the appropriate campus.

Identification will be required for clearance through "Raptor."

Volunteers will be asked to sign in and wear a badge while on duty.

Volunteers should also sign out upon leaving campus.



Assignments will vary:

- Your school contact will review details of assignment.
- Date / Time
- Grade Level
- Classroom / Campus location
- Duty Required
- Additional Information



North Early Learning Center:

- Greet students in the morning
- Assist during breakfast, lunch, and snack times
- Talk and interact with students in the gym before they transition to the classroom
- In the classroom
 - Read to students
 - Help with math concepts
 - Have conversations with students during center time



North Early Learning Center:

- Participate or assist with special activities
 - Family Nights
 - Special Events
 - Etc.
- Mentor, encourage involvement of other parents



WO-S Elementary School:

- One-on-one mentoring
(particularly with older male students)
- Assist in classrooms
- Greet students in the morning and
send them off in the afternoon
- Eat lunch with students
- Meet with small groups of students through
character lessons



WO-S Middle School:

- Greet students in the morning
- Assist during breakfast and lunch
- Talk and interact with students in the gym before first period and during transitions to classrooms
- Participate or assist with special activities
- Support instructional and non-instructional programs



WO-S High School:

- Visit during breakfast
- Encourage students to go to class when transition is taking place
- Assist in monitoring lunches
- Mentor students during lunch times in cafeteria or designated areas
- Assist with after school transitions



WO-S High School:

- Assist with tutorials and GCS Lab, as assigned
- Serve as guest speakers for designated young men groups
- Give support in areas already identified as needing a positive influence



WO-S Academic Alternative Center:

- Serve as a guest speaker on being a model citizen
- Teach/speak about:
 - Goal-setting
 - Decision-making
 - Conflict resolution
 - Career planning
 - High self-esteem
 - Work ethic
 - The effects of drugs and alcohol
- Speak to male students about being a positive male figure



Keys to Success

- Be reliable.
- Be on time.
- Notify the school in the situation that you are unable to keep a commitment.
- Participate in practice drills.
- Ask questions regarding equipment use.
- Allow only teachers and appropriate staff to discipline students.



Keys to Success

- Do not bring other children to school while volunteering.
- Report any concerns to your administrator.
- Be willing to work with direction and supervision from school staff.
- Respect all regardless of socioeconomic status, race, culture, religion.
- Follow school policies and practices.



Volunteers must:

- Receive criminal history clearance notification in order to participate on campuses
- Confirm that all required forms are submitted to WOC BEFORE volunteering
 - Waiver of Liability
 - Emergency Contact information
- Be POSITIVE at ALL TIMES
- Be present (not on cell phone)
- Be respectful of campus daily routines and schedules



Volunteers must:

- Wear appropriate dress, no sagging
- Use appropriate language
- Use appropriate physical contact with students
- Avoid being judgmental
- Be a good listener
- Not take photographs
- Practice appropriate interactions with staff and teachers



Volunteers must:

- Be Supportive (Avoid ridicule and embarrassment in conversations)
- Practice appropriate interactions with students (i.e., speaking with small children)
- Avoid being alone with students
- Keep students away from your vehicle
- Not give students food or money
- Seek assistance from staff in sensitive issues



Volunteers must:

- NOT get involved directly in physical altercations
- Not smoke on WOC campuses
- Avoid any appearance of being under the influence
- Not carry weapons on campus



Understand Confidentiality

Confidentiality regarding the work you do here at our school is of utmost importance. Be professional. Never discuss information about a student or a group of students with anyone except the appropriate staff member. -- What is seen at school, heard at school, said at school, STAYS at school.





www.woccisd.net

www.facebook.com/WOCCISD

“One is too small a number to achieve greatness.”

John C. Maxwell