

# Volunteer Handbook

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## Pine Forest Middle School

6901 Ramsey Street, Fayetteville, NC 28311

Principal: Billy G. Starks

Phone: 910-488-2711

Web address: <http://www.pfms.ccs.k12.nc.us/>

## Welcome

The PTO, Parent Involvement Correlate, staff, and administration wish to express their appreciation to you for your interest as a volunteer. There has never been a more exciting time to be part of the educational community in Pine Forest Middle School. We hope you will consider joining the PTO as your first action.

We have established a volunteer handbook to better explain the important role you will play at Pine Forest Middle School. In your work as a volunteer, it is important to know that our students look to you as role models. We hope you will find personal satisfaction in giving back to our students and staff. We appreciate your time and talents.

Many Thanks,

*Your Raider Family*

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## Becoming a School Volunteer

You do not need a teaching certificate, but you should:

- be a parent, guardian, or patron of our school district.
  - be enthusiastic and committed to your volunteer activity. Enthusiasm is contagious!
  - be flexible.
  - exhibit regular attendance.
  - have a genuine interest in helping students.
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## Standards for School Volunteers

- Be in good physical and mental health.
- Understand policies and practices as they relate to your position.
- Maintain a positive & professional attitude toward children.
- Be willing to seek clarification if you are uncertain what to do and to get help if needed.
- Ask the teacher questions regarding his/her teaching methods at a mutually convenient time. This is best done when the children are not in the room.
- Take gossip no further. Do not ask personal questions.
- Do not scold, criticize, or focus on your own child while volunteering in the school.
- Look at the school volunteer program as a way to learn new skills, make new friends, and improve your community through the school.
- Volunteers are placed with the staff member requesting their service. The administrator does have the option to terminate the volunteer's placement.
- Do not bring children who are not registered in the school when you volunteer.
- Follow professional dress code. Dress comfortably, but remember you are a role model for our students.
- It is the teacher's responsibility to discipline the students. If you have difficulty with a student, contact school personnel immediately. Volunteers must not touch students in any manner.

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## Tips for Volunteers

### Registering

All volunteers are required to fill out the Statement of Confidentiality, the Authorization for Release of Information form, & the PTO Volunteer / Membership Form at the beginning of each school year.

### Emergencies

In case of an emergency, or when you have concerns for student safety, immediately report this to a school official. The main office desk is ext. 221.

### If you need help

If you need more information in order to perform a task, just ask. Establish a method of communication with the teacher, either written or verbal. Questions are usually best directed to the staff member requesting the volunteer service.

### Find out about...

- the building layout and parking facilities.
- discipline and classroom policies.
- what is expected of you as a volunteer.
- what to do if you are absent.
- how to work with a substitute teacher.
- emergency drills (fire, tornado, etc.) and safety rules.

### Enjoy the students

Be yourself! Accept students in terms of their background, values, manners and vocabulary as theirs might be different than yours. By giving yourself, by sharing time, by caring... you are making a difference. Sometimes staff members get caught up in the numerous tasks of the day and may forget to say "Thanks!" We truly value the time you give to our school. Always remember that you are appreciated.

### Helpful hints while working with students:

- Use the child's name at every opportunity.
- Listen attentively, encourage and praise.
- Believe the child's ability to perform & communicate this belief to the child.
- Give deserved praise for a task well done. Avoid criticizing the child.
- Be patient.
- Encourage the student's abilities and successes.
- Inquire about any special concerns or needs if they relate to your assistance.

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## Routine Procedures to Follow

- Because student safety is the responsibility of the school, when the volunteer reports to duty he/she is expected to sign-in at the office in the designated volunteer log book. Signing in is very important so school staff can locate you in case of an emergency. In addition, be sure to sign-out prior to your departure.
- When you have signed in, go directly to your assigned class. Be sure to wear your school volunteer identification tag.
- Volunteers are counted on by the staff and students. If you need to be absent, call the school as soon as possible.

## Education's Code of Ethics

Discussion of confidential matters and criticism of professional staff, pupils, or programs is inappropriate outside school. You should only discuss your concerns with the appropriate staff member. Volunteers must keep information they learn about the students between themselves and their assigned supervisors as outlined in the Statement of Confidentiality. A misplaced comment can be devastating to a student, a family, and the school volunteer program. If you have questions or concerns, talk with the administrator. Volunteers who breach confidentiality will be dismissed.

# STATEMENT OF CONFIDENTIALITY

I understand in the course of my association as a volunteer with the Cumberland County Schools District I share the responsibility of maintaining the confidentiality of any student or employee information that may be available to me. I understand that it is my responsibility to protect the rights and confidentiality of any student or employee information that may be available to me whether verbal or written.

As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to accept my work with an attitude of open-mindedness, willingness to learn, as well as interest and commitment.

I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed, and if sustained, could result in termination of volunteer involvement with the Cumberland County Schools District.

I acknowledge that I have read and understand this statement of confidentiality.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# PTO Volunteer & Membership Form

Name: \_\_\_\_\_

Child/Children's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## MEMBERSHIP ONLY \$3.00

**I am willing to help with the following activities: (Please check all that apply)**

<input type="checkbox"/>	Serve on the Executive Board as an Officer for one year __ president __ vice president __ secretary __ treasurer
<input type="checkbox"/>	Volunteer as a testing proctor for the End-of-Grade Exams (EOGs)
<input type="checkbox"/>	Volunteer during the school day as requested by staff.
<input type="checkbox"/>	Donate items/supplies to my homeroom.
<input type="checkbox"/>	Volunteer in homeroom from 11:00am- 1:00pm during the Teacher Appreciation Luncheon. This usually occurs during the first or second week in May.
<input type="checkbox"/>	Volunteer during school dances.
<input type="checkbox"/>	Assist at the school with fundraisers.
<input type="checkbox"/>	Maintain the PTO bulletin board/ work on newsletter for parents.
<input type="checkbox"/>	Develop a School Beautification Committee to assist with grounds maintenance.
<input type="checkbox"/>	Serve on a planning committee for the 8 <sup>th</sup> Grade dance.
<input type="checkbox"/>	Other: _____

**Cumberland County Schools  
 Authorization for Release of Information  
 Volunteer Security Data**

**Instructions:** Please fill in all spaces. Use a dash or n/a if a space does not apply.

<b>Last Name(s)</b>	<b>First</b>	<b>Middle</b>	<b>Maiden/and All Married Names</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>
<b>Social Security #</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Ethnic Group</b>
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Asian (including Pacific Islander)
<b>Valid Driver's License</b>			<input type="checkbox"/> Black (non-Hispanic)
<b>No. (Required)</b> <input type="text"/>	<b>State</b> <input type="text"/>		<input type="checkbox"/> Hispanic
<b>Volunteer Position at</b> <input type="text"/>			<input type="checkbox"/> Indian (including Alaskan native)
	School		<input type="checkbox"/> White (non-Hispanic)

**HOME ADDRESS INFORMATION**  
 (Please list your addresses – list *current address* FIRST)  
 (Post Office Boxes MUST include street address)

<b>Dates</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Mother's Maiden Name (If lived outside of the continental U.S.)**

My signature below authorizes the school system to conduct a background investigation and authorizes release of information in connection with my application for volunteering. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access to any such information and without limitation hereby release the school system and the references source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: Local Law Enforcement Agencies, Department of Motor Vehicles, information from the North Carolina Criminal Information Center and the Division of Criminal Information of either data on all criminal convictions or certification that no data or criminal conviction are maintained, information from the Department of Social Services, Child Protective Services Unit pertaining to any findings of child abuse or neglect investigation involving me. Furthermore, I certify that the information given by me in this application is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of volunteering, or dismissal from volunteering. Also, it is understood that this application and all other pre-volunteering data become the property of the Cumberland County School System.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE

**Date of Inquiry:** \_\_\_\_\_

(Revised 04-14-09)