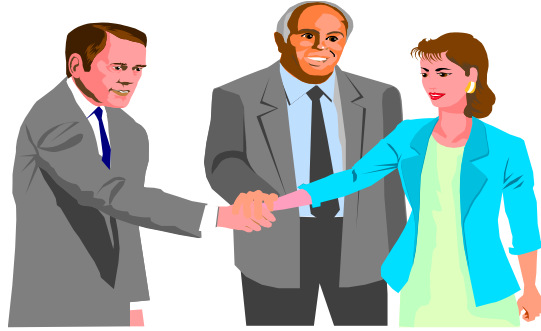


**CHEEKTOWAGA CENTRAL
SCHOOL DISTRICT**

Volunteer Program Booklet



**2018-2019
EDITION**



Cheektowaga Central School District

Board of Education

Mrs. Renee Wilson, President
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Mr. Steven Wright, Director of Instructional Technology
Mr. Ronald C. La Vere, Jr., Director of Technology
Mr. Brian J. Hickson, Director of Athletics

CHEEKTOWAGA CENTRAL SCHOOL DISTRICT

Cheektowaga Central High School
3600 Union Road
Cheektowaga, NY 14225
(716) 686-3602
Mr. Scott Zipp, Principal
Mr. Michael Fatta, Assistant Principal
(Grades 9-12)
7:22 a.m.-1:47 p.m.

Cheektowaga Central Middle School
3600 Union Road
Cheektowaga, NY 14225
(716) 686-3660
Mr. Micah Hanford, Principal
Mr. Frederick Hahn, Assistant Principal
(Grades 5-8)
8:06 a.m.-2:30 p.m.

Union East Elementary School
3550 Union Road
Cheektowaga, NY 14225
(716) 686-3620
Mrs. Melissa Mitchell, Principal
(Grades K-4) 8:55a.m.-3:20p.m.
(Grade PreK) 9:15a.m.-3:00p.m.

All buildings dismiss 1 hour early every Thursday for the 18-19 school year.

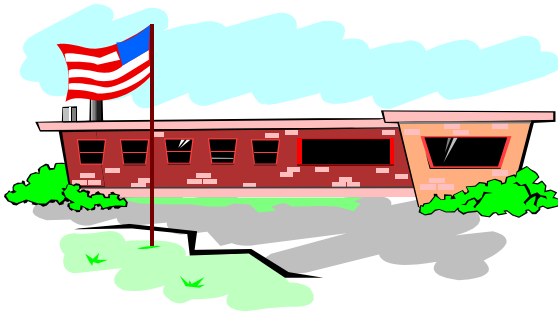
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School Office Hours

High School 6:45 a.m. – 3:00 p.m.

Middle School 7:00 a.m. – 3:30 p.m.

Union East Elementary 7:30 a.m. – 4:15 p.m.



WELCOME

The Cheektowaga Central School District staff members welcome you to our buildings. We are proud to have you share in the responsibility of providing for our children's needs. As you know, children have many needs and there are never enough hands to provide all the necessary help. This is where YOU, a volunteer, fit into the picture.

We appreciate your willingness to contribute time and energy, and to share some of your many talents with us.

It is essential for all of us at Cheektowaga Central to work within set guidelines. Please read this handbook carefully. We trust that your volunteer commitment will be a rewarding experience for you.

SIGN-IN PROCEDURE

Each volunteer must sign in and out in the school office.

For security reasons, and in case of an emergency, it is important for administrators to know who is in the school and why. In addition, the district must have a record showing the days and hours each volunteer works. A record of each volunteer's hours enables the school to evaluate its volunteer program and recognize volunteers for their contribution.

Every school has a sign-in notebook. Please sign your name, teacher's name, and your time in and out. **DON'T FORGET TO SIGN IN AND OUT** each time you volunteer.

TEACHER/VOLUNTEER CONFERENCE CHECKLIST

Plan to discuss these topics when you meet with the staff member with whom you will be working:

Days and times you will work.

How you will let the teacher know if you are unable to work at your assigned time.

Alternate plans for days when the teacher is absent and a substitute is in charge of the class.

How the teacher will tell you of your day's assignments (plan book, folder, note, etc.)

How you will tell the teacher what you have accomplished during the day, performance of students with whom you have worked, need for materials, etc.

Where to leave your personal belongings.

Where to work (never alone with a child) and where your materials are located.

Classroom rules and teacher's discipline policy.

Procedures for letting the teacher know when a child is having a discipline problem that requires attention.

Daily class schedule and related information.

Review fire drill/other emergency procedures.

Other questions or concerns.

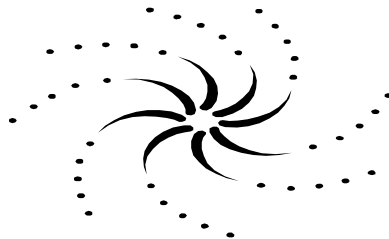
CHEEKTOWAGA CENTRAL SCHOOL DISTRICT VOLUNTEER PROGRAM

Through our Volunteer Program we strive to increase awareness of our school program and to increase community involvement. Our volunteers are students, parents, grandparents, business people, senior citizens, neighbors, and members of various organizations in our community. The volunteers offer assistance at Union East Elementary School, Cheektowaga Central Middle School and the Cheektowaga Central High School in grades K through 12.

Existing community volunteer programs in our district include: Union East Parent Volunteers, PTSA, Junior Achievement, Shadow Business Sites, Character Education, Kids Voting, DARE (Drug Awareness Resistance Education), and many others.

To facilitate these programs and projects we are looking for volunteers to offer their time and efforts. Some programs such as Kids Voting can be a one time activity (once a year). Long term activities such as SIT (School Improvement Team) and district teams involve a year-long commitment of your time, and meet every month. Classroom commitments may occur weekly or monthly, as agreed upon by the volunteers and the school personnel.

For more volunteer opportunities, please see the following page.



VOLUNTEER OPPORTUNITIES

- * Read to children
- * Listen to children read
- * Conduct flash card drills
- * Assist in learning centers
- * Help contact parents
- * Make instructional games
- * Play instructional games
- * Play games at recess
- * Prepare visual materials
- * Prepare bulletin boards
- * Help with book fairs
- * Assist with field trips
- * Make props for plays
- * Assist teachers to gather resource materials for various study units
- * Help students with arts and crafts
- * Help with cooking projects
- * Set up experiments
- * Work on perceptual activities
- * Make lists of library resources
- * Discuss careers and hobbies
- * Reinforce learning of alphabet
- * Reinforce recognition of numbers
- * Reinforce recognition of colors
- * Talk to children and be supportive
- * Make puppets, assist with art projects, etc.
- * Dramatize a story
- * Help with handwriting practice
- * Assist with math skills
- * Drill spelling words
- * Assist with sing-alongs
- * Help prepare assembly programs
- * Discuss aspects of safety
- * Assist with special projects
- * Listen to oral work
- * Cut, paste, and staple
- * Provide individual student help under the teacher's supervision
- * Assist with computer use
- * Help publish stories
- * Decorate classrooms
- * Help decorate the school for specific purposes
- * Assist with research projects
- * Share ethnic backgrounds and experiences
- * Assist staff with student publications such as yearbook and newspaper
- * Share your own experiences with students
- * Share your time and talents in the classroom
- * Share in organizing activities
- * Mentoring programs
- * Many, many more

AT HOME ACTIVITIES

- * Assemble materials
- * Sewing projects
- * Assemble journals for writing projects
- * Prepare projects
- * Cut out materials for class
- * Many, many, more

A CODE OF ETHICS FOR VOLUNTEERS

The volunteer works in school as part of the educational team. As a team member, the volunteer accepts a commitment to work, primarily for the goal of educational excellence for children. He/she must act discreetly and appropriately at all times.

The volunteer supports established rules for student behavior.

The volunteer follows all established school procedures in classrooms, office, cafeteria, and throughout the school building.

A volunteer must be dependable and consistent to provide maximum benefit. This includes prompt arrival and regular attendance.

A volunteer speaks in a positive manner to help increase a student's feeling of self-confidence.

A volunteer works impartially with all students, regardless of their scholastic achievement or level of maturity.

A volunteer maintains a professional attitude regarding confidential information pertaining to a child or entire class of children. **NO CHILDREN SHOULD BE DISCUSSED OUTSIDE OF THE SCHOOL SITUATION.** It is essential to be discreet and not discuss the performance of any school personnel or the work of any other school volunteer. This is very important. We must be able to count on you in this matter of professional integrity.

A volunteer is an added "plus" to our staff, but **NEVER REPLACES THE TEACHER.** The professional staff is the final authority.

Preschool children, although enjoyable, cannot be properly supervised at school. **PLEASE LEAVE YOUR YOUNGER CHILDREN AT HOME.**

Volunteers, as part of the school, set an example for the children and should dress appropriately. Jeans and shorts are considered inappropriate.

VOLUNTEER NAME TAGS

By wearing a volunteer name tag, you will be immediately recognized as a person whose specific purpose is helping students and teachers. (Without name tags, volunteers are sometimes mistaken for visitors or "strangers.") Your name tag will enable the staff to recognize you as a registered volunteer and an important part of the school's educational team.

RULES AND GUIDELINES FOR VOLUNTEERS

- * Every volunteer must complete all necessary paperwork to be kept on file with the Volunteer Coordinator. This information includes a Volunteer Service Application that provides emergency information which is very important in the event you become ill or involved in an accident while in our school.
- * A child's illness or injury should be reported to the classroom teacher immediately.
- * No medication should be dispensed to any child.
- * Please note building exits in case of emergencies.
- * Attendance – please be prompt and dependable.
- * If absence is necessary, please notify the building office and/or teacher as soon as possible.
- * Please do not come to school when you are ill.
- * The volunteer should not act in the role as a counselor or a parent. If you see a problem, please notify the classroom teacher. There should be no secrets between the volunteer and students.
- * If you have a question about a policy or school procedure, be sure to discuss this with the teacher or the school principal.
- * The district does not carry health and accident insurance or Workmen's Compensation on any of our volunteers.

NOTES



Volunteer Program
Cheektowaga Central School District
Central Office
3600 Union Road
Cheektowaga NY 14225
(716) 686-3605