Volunteer Information & Training
Thank you for sharing your time and talents with Calhan School!

The evidence is in:
When schools and families work together to support learning, everyone benefits.

- Students do better in school and in life
- Parents become empowered
- Teacher morale improves
- Schools get better
- Communities grow stronger

Retrieved from: National Coalition for Parent Involvement in Education (NCPIE); [http://www.ncpie.org](http://www.ncpie.org); August 23, 2011
Everyone has a talent and we want you to use yours at our school!

- Working in a classroom
- Serving on a committee
- Working from home
- Organizing events
- Helping at events
- Seeking donations
- Sharing your trade with students
The list is endless......

If you’re willing to share your time & talents, we’ll use ‘em!
Purpose for Volunteer Approval & Training

- To keep our kids safe
- To provide information about our school and how you can assist staff in providing enriched instruction
- To help you better understand our school programs and processes
The Volunteer Approval Process

- A copy of Calhan School District RJ-1 School Volunteers board policy IJOC is given to all potential volunteers

- Potential volunteers have read, signed, and agreed to the terms of the Calhan School District RJ-1 Volunteer Agreement board exhibit IJOC-E

- Potential volunteers have completed the Calhan School District RJ-1 Background Screening Notification & Authorization Form which allows the district to perform an electronic CBI background check while the volunteer is active in the school district

- A $5.00 fee for the school year which helps cover the cost of the CBI check has been collected

- The approved volunteer has attended the Volunteer Information & Training session
Who needs the CBI Background Screening?

- Any volunteer who works in the school during the school day
- Any volunteer who attends a school sponsored event as an official helper and students are present
Volunteer

DOs

and

DON’Ts
DO

- Help staff perform tasks with or without direct interaction of students
- Keep staff informed of all activities and actions taken while on duty
- Maintain positive and appropriate attitudes and interactions with others
- Treat ALL information gained about students, teachers, and/or parents as confidential
- Stay within sight of staff when working with students
DON’T

• Grade papers or perform assessments on children

• Discipline students

• Use your time volunteering as a conference or comparison of other children or staff members

• Supervise a individual or group of students without a staff member nearby

• Help a child in the restroom
IN SUMMARY

Use your best judgment to keep

yourself,

the students,

and our staff

free of potential and/or questionable circumstances.
Calhan School has established guidelines for facility use.

If you are a volunteer who wishes to use our facility, your approval process begins with a *Facility Use Orientation*.

Please watch for these to be posted or contact Derek Burnside, Athletic Director to schedule an appointment.
and enjoy your time as a volunteer!