

**We, the Lakeland Hills Staff,  
empower our community of learners  
for lifelong success.**

**We will provide a safe, secure and  
progressive learning environment  
for all students and adults.**

**GO WILDCATS!**



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**Lakeland Hills Elementary**

1020 Evergreen Way SE  
Auburn, WA 98092  
253 876-7711

School Hours  
8:45am-3:15pm

Office Hours  
7:45am-3:45pm

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**Lakeland Hills  
Elementary**

**Volunteer Handbook**



**Colleen Barlow, Principal**  
**Tim Hupperten, Assistant Principal**  
**Tami Bauer, Office Manager**  
**Susan Williams, Office Assistant**  
**Shannon Padur, PT Office Assistant**

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## **What to do...**

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You might be wondering what you could do at the school. Take a look at the list below for some ideas on how to contribute.

Dear Volunteer:

Lakeland Hills Elementary School's success depends on vital contributions from volunteers made to the school, our classrooms, and to individual students. We appreciate the difference volunteers make. Our school is stronger with the additional support and help. Volunteers working with the school and staff make the learning environment better for students. Volunteers make a difference, and the entire staff is happy you have chosen to help.

This volunteer handbook has been prepared to make you welcome and your volunteer experience a good one for you, the students, and staff. Although everything a volunteer may encounter will not be covered in this handbook, I believe this will give you a good start in your volunteering. Once again, thank you for volunteering at Lakeland Hills Elementary.

Sincerely,

Colleen Barlow, Principal

- Help struggling students in the classroom
- Work with students one-on-one or in small groups
- Help supervise a special project
- Share your expertise from work experience
- Chaperone a field trip
- Research an issue for class discussions
- Serve on a district committee
- Serve as a chair of a PTA committee
- Model a positive attitude about learning
- Run copies for a teacher
- Become an art docent through PTA
- Advocate for all students
- Arrange bulletin boards
- Help with class parties and celebrations
- Listen to students read
- Assist students with editing writing
- Help with musical productions
- Field day assistance
- Help students who have had extended absences
- Picture day
- Fund raisers
- Class and school newsletters
- **Just be there!!!**



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## Possible Concerns

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It is perfectly natural to have concerns when starting something new. Volunteering is no different. Be assured, we are confident we can work through all of your concerns as well as our own. Here are some typical concerns from the perspective of teacher and volunteer.

### TEACHER

- Will I need to do more planning?
- What about confidentiality?
- Will they only want to help their own child?
- Will they be dependable?
- Will they be more critical of my teaching?

### VOLUNTEER

- Will I receive instructions?
- What if I can't make it every week?
- How do I handle a disruption?
- Will I be trained on how to use the equipment?
- What if I don't understand the work?

### What our volunteers can expect from our teaching staff:

- Considerate
- Courteous
- Appreciative
- Flexible
- Clear directions
- Cooperative
- Positive
- Willing to teach and help
- Sensitive
- Values confidentiality

### What our teachers expect from our volunteers:

- Prompt
- Reliable
- Discreet and confidential
- Patient
- Professional attitude and attire
- Respects the teacher's role
- Positive with children
- Flexible

## Benefits to Volunteering

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Volunteering in any capacity can be a very rewarding experience. The benefits go beyond what one could ever imagine. Not only does it impact those we help, it impacts us.

### For the Children:

- More advocates
- Concentration on specific tasks
- Support when struggling
- Additional expertise
- Positive role model
- Extra attention
- See value in volunteering

### For the Volunteer:

- Positive relations with young people
- Opportunity to use expertise and experience in a new way
- Assisting in improving communication
- Getting informed of the work taking place in classrooms
- **Making a difference !!!**

## Volunteer Orientation

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Please ask the office staff or your teacher for an orientation if you are not familiar with our school and the machinery you may be using. You will be shown around the school, workroom, and supplyroom. You will be trained in the operation of machines such as the copier, binding machines, dye cutters, etc. and where supplies can be found.

*“There is no upper limit to what individuals are capable of doing with their minds. There is no age limit that bars them from beginning. There is no obstacle that cannot be overcome if they persist and believe.”*

*H.G. Wells*

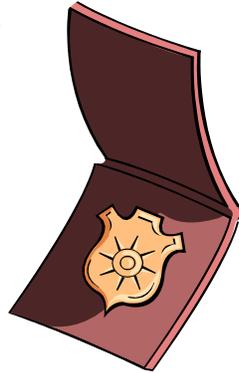
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## Washington State Patrol Background Check

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All volunteers donating time and services in the Auburn School District are required to receive clearance from the Washington State Patrol. Every year you must submit the online application prior to your first day of volunteering. We will verify through the online system this was completed and follow up with the teacher. The processing can take up to two weeks. Please complete this immediately so we can get you started helping right away. Your clearance is good for one year—you must re-submit yearly. Should you have students at multiple schools within the school district, your clearance applies to those schools as well so keep a copy to share with others if needed.



## Internet Form

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We invite our volunteers to use computers for school use only. The school district requires a completed internet form before working on the computers. We hope you will find the school computers helpful in various projects. We will appreciate your assistance helping students with computer related projects and assignments. The district internet access form can be obtained at the front office. Personal email addresses are not to be shared with students for communication with you as a volunteer.

## Use of Materials

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Teachers and other faculty will give directions on which materials would be needed to best complete a particular task. Knowing where materials are located and what materials are available for use will save time and interruptions in the classroom. Materials at school are intended for use with school related projects. Likewise, the copy machines are for school use. Please use all materials wisely. If you are unsure about materials, equipment, or use of materials or equipment, please ask.

## General Information

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### Staff Room

The staff room is designated for staff to come to during non contact time with students. Children are not to be in the staff room at any time.

### Adult Restrooms

Please use the restrooms designated for staff. Adults are not to use student restrooms.

### Emergency Drills

In the event of an emergency, volunteers are expected to follow the building procedures regarding exiting the building. If we exit, all volunteers are to report to the covered play shed. Please review exit diagrams in the rooms in which you work.

### Cell Phones

Cell phone use is not permitted in classrooms, in halls just outside classrooms, or in the office. Likewise, camera phones are not to be used at any time.

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## Communication

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Find out from the teacher or staff member for whom you are volunteering the times when you are needed to volunteer and exactly what you are needed to do. Please ask questions if you are confused. It is important that you follow all directions given to you as well as all directions on equipment you use while volunteering. When selecting a time to volunteer, select a time to start and finish that is not disruptive to the classroom routine. Talk to the teacher to determine the best time.

Sometimes it can be difficult to catch a teacher when he or she is not busy. It is best to ask questions outside of the regular contact time with students. Before and after school are great times to touch base with a teacher. Please do not call during class times unless you would like to leave a voice mail.

Please let the faculty member you are working for or are considering working for know what kinds of tasks you are most interested in helping with. We want this to be a positive experience for all involved.

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***“If you plan for a year, plant a seed. If for ten years, plant a tree. If for a hundred years, teach the people. When you sow a seed once, you will reap a single harvest. When you teach people, you will reap a hundred harvests.”***

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## Supervision

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The Principal is ultimately responsible for the overall supervision of the Volunteer Program. If you have ideas you would like to share, I am always open to suggestions. I am very interested in looking into ways to improve our program. Other volunteers, office staff, teachers, and other school professionals will gladly help you with your day-to-day questions and concerns. Problems that arise with volunteering should be addressed to the teacher and principal to find a suitable solution.

## Younger Children at School

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We ask that you not bring younger children into the school while you volunteer. We've found that having additional children in the classroom and hallways distracts students from their work. Having additional students increases the requirement for supervision, possibly creating a dangerous situation. If you are unable to come to school without a younger child, please inquire about projects that may be completed at your home or possibly after school hours. Additionally, younger siblings are not permitted when a volunteer is acting as a chaperone on a field trip. Children should never be in the staff work room or lunch room, and should not be allowed to run through the building at any time, even during after-hour events.

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*“The critical responsibility for the generation you're in is to help provide the shoulders, the direction and the support for those generations who come behind.”*

—Gloria Dean Randle Scott

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## Sign-in and Name Tags

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The volunteer sign-in sheet in the front office must be signed as you arrive and leave the building. This sheet notifies the school as to which volunteers are working on a particular day. In the event of an emergency, this information would aid the office in locating all persons in the building. We require that all visitors and volunteers be identified by a badge or visitor sticker. If you volunteer regularly, you can request a badge through our PTA if you join the LLH PTA. We feel that the badges provide students a high sense of security when working with volunteers.

## Professionalism

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Please follow the professional example set by the Lakeland Hills Elementary staff relating to action and appearance. Please have students address you properly and please address teachers by their proper names. Be business-like, but friendly and relaxed.

Please do not publicly criticize or question teachers regarding teaching methods. If you have questions regarding something in the classroom, privately ask the teacher about your concerns. Please refrain from speculating with friends as to the reasons a teacher chooses to teach a certain way. If you approach a teacher personally, most questions can be taken care with high satisfaction. If, after talking to the teacher, you still have concerns, please contact the principal.

*“Schools can create clear choices and opportunities for success; they can provide role models and mentors; and working with parents, they can develop the academic and social skills that youth need in today’s society.”—US Dept. of Education*

## Confidentiality

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In working with professional staff and students it is important to respect privacy and confidentiality. The Family Rights and Privacy Act entitles students and families to a high degree of confidentiality. As a registered classroom or PTA volunteer, we ask you to assist us in our efforts by keeping information regarding behavior, socialization, and academic progress confidential. Teachers must also maintain this confidentiality. Please be sure, however, you will be provided information that will assist you in your volunteering efforts. Please do not expect a teacher to comment on another student or their progress with you. Through the concerted effort of us all, we can help to maintain the professional code of confidentiality parents and students have come to respect and expect of us.



## Student Discipline

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It is best to refer all issues surrounding student behavior directly to the teacher or staff member for whom you are volunteering. If there is not a teacher available at the time an issue arises, please refer the issue to the office. Do not confront students yourself, particularly if you do not know the student. Student supervision and consequences are administered according to the building and district discipline plan and guidelines. Your assistance in the reporting of actual or potential discipline situations is appreciated.