

# C A R E S

Bay City ISD Community  
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## Volunteers - Changing the Future

*When we become a part of anything, it becomes a part of us. Thanks for making volunteering a part of your life.*

## Volunteer Handbook

## Questions for your Coordinator

Who am I volunteering for?

What is the room number?

Location of office? Do I need to check in there?

Location of Red Book?

Location of lounge/workroom?

Location of restroom?

Location of vending machines?

Location of copy machine?

Who is allowed to operate copy machine?

Who is allowed to operate laminating machine?

What do I do if my teacher needs something laminated?

Am I allowed to grade papers?

Am I allowed to record grades into the grade book?

May I eat lunch with my child in the cafeteria?

Can I do work for anyone other than my assigned teacher?

Who is the school secretary?

## IMPORTANT INFORMATION

### SCHOOL PHONE NUMBERS:

Bay City High School - 245-5771

Bay City Junior High - 245-6345

Bay City Middle School - 245-4864

McAllister Middle School - 245-5591

Cherry Elementary - 245-6341

Roberts Elementary - 245-8331

Holmes Elementary - 245-4818

SCHOOL/Coordinator/Home phone number

# ABOUT CARES

In February, 1975, the Board of Education unanimously approved the development of an organized school volunteer program and a pilot program was launched at Cherry Elementary with 31 volunteers. Since that time thousands of volunteers have provided the district with hundreds of thousands of volunteer service hours.

The continued success of the CARES program requires the enthusiastic support of the school administration and faculty and a reliable volunteer organization. Each school determines what its needs are. Then in consultation with the volunteer coordinators determines the kinds of services to be provided to meet those needs. No program is initiated unless the principal, approves and volunteers are assigned only to teachers who ask for them.

The goals of the CARES program are these:

- ◆To relieve the teacher of non-professional chores, thus providing more time for instruction.
- ◆To offer individual help to children who are not working well in a group situation.
- ◆To enrich the school program by making available the talents and resources of the community.
- ◆To stimulate an informed community to more actively support public education.

CARES is a segment of BCISD's Community Education program and is a joint undertaking by the schools and the community. The Community School Coordinator works directly through the principals and their faculties and is accountable to the Superintendent. All CARES volunteers are registered with the Community Education office.

# GENERAL PROCEDURES

While we try to have few rules, we ask that those few rules be stringently adhered to.

1. CARES volunteers are those school volunteers registered with the Community Education office and who have committed themselves to the goals and ideas of this program.
2. CARES volunteers must attend the orientation unless other arrangements are made. New volunteers entering the CARES program will be thoroughly briefed by their school coordinator.
3. CARES volunteers must sign the CARES register each time they enter the school for CARES services. Volunteers sign the date line on the time sheet when they enter the school and then register the number of hours served when they leave. District policy requires knowledge of all persons in the school building at all times.
4. CARES volunteers are to wear their identification badges at all times when on the school campus serving with the CARES program.
5. CARES volunteers must dress appropriately for a school setting. Volunteers will use the same dress code as teachers.
6. If a volunteer has a problem or must resign from duties, they should contact their CARES coordinator. She is the liaison between volunteers and the school staff.

Because each campus operates a little differently, specific rules and guidelines will be addressed on campus by your campus coordinator. You will find your coordinators name and phone number located inside the front cover of this booklet.

## **WORKING WITH TEACHERS AND STAFF**

*Whether you decide to work with children or not, you will be working with the teachers and staff. Working in a school setting is a little different from an office setting. The following should assist you in aiding the teachers and staff the best way possible.*

- 🍏 *Never undermine the teachers' authority in the classroom. It is his/her room and therefore his/her rules.*
- 🍏 *Listen quietly at the door before entering. Try to keep class interruptions to a minimum.*
- 🍏 *Never divulge what you hear or see in confidence. i.e., students' grades, conversations between you and the teacher or between the teacher and a student.*
- 🍏 *When picking up work with instructions, try to figure out and follow instructions without interrupting her class again; go on to something else and catch her between classes if possible.*
- 🍏 *Share any concerns you have with the teacher privately. If you don't feel you can talk with the teacher about the problem, talk with your coordinator. Talking about the problem with your friend at the grocery store helps no one.*
- 🍏 *If you see a way to save the teacher time or trouble, by all means, present your idea to her. Teachers are always open to suggestions to make their lives easier.*

*Remember, all these people are professionals and take their jobs very seriously. On the other hand, they are all human and, therefore, subject to the same human failings as the rest of us.*

## **CODE OF ETHICS**

1. After I have made the decision to volunteer my services to the CARES program, I realize that I have accepted a new commitment and I will endeavor to fulfill my obligation.
2. As a CARES volunteer I realize that I am subject to a code of ethics similar to all other professionals who work in our schools. I am assuming similar responsibilities and I am held accountable for those responsibilities. As such, I am obliged to keep confidential information to myself. This is necessary to promote mutual understanding and confidence between the CARES personnel and the teachers.
3. As a CARES volunteer, I agree to serve without payment, but I will serve nonetheless with the same professional attitude expected of paid staff personnel.
4. As a CARES volunteer, I am committed to being punctual and reliable. I realize the teachers and students depend on me to do my job!
5. As a CARES volunteer, I am committed to serving in this program in order to benefit the child, the teacher and the school district. This is my purpose as a CARES volunteer and I have not entered into this commitment for any other reason.
6. As a CARES volunteer, I am subject to this code of ethics and I am responsible for upholding these ideals. Also, I am subject to the discipline of this program realizing I can be dismissed for continual disregard of this code and any other rules deemed necessary by the CARES program and Bay City Independent School District.

## ON WORKING WITH CHILDREN

- ◆ Remember your tone of voice is important; how you say it matters as much as what you say.
- ◆ Show the children you are really interested in what they are doing; get down to the child's level and look and talk face to face.
- ◆ Give simple and truthful answers to the child's questions. It's OK to say "I don't know – let's find the answer together".
- ◆ State directions in a positive way. Say, "Pencils are for writing", not, "Don't throw things".
- ◆ Praise the child specifically when the child does well. Say, "You put the blocks right where they belong", not, "That's a good girl".
- ◆ Encourage the children to do as much as possible for themselves.
- ◆ Give the child time to think about a problem. Don't rush in with the answer.
- ◆ Encourage curiosity, independent thinking and problem solving.
- ◆ Enjoy yourself! Laugh a lot, be happy, it's contagious!

## A Good Volunteer Is . . .

*Being a good volunteer doesn't require any special education or degree. The best volunteers are those who:*

- *Have the time to give and the desire to serve.*
- *Are friendly, reliable, and flexible.*
- *Love children – even those who are most difficult to love – they need it the most.*
- *Are enthusiastic and cooperative.*
- *Have a professional attitude and interest in education.*
- *Feel a deep obligation as a citizen to support and help our schools.*
- *Are consistent and dependable in fulfilling their commitment.*
- *Plan to serve at least 2 hours one morning or afternoon each week .*



