



# Volunteer Orientation

# Why Volunteer?



Research has shown that student success is directly linked to parental involvement, both at home and school.

- Grades rise
- self esteem grow
- schools improve.

# Registration & Reactivation



All new volunteers must complete a registration online at

<https://asd.pcsb.org/schoolwiresforms/volunteer/>

Processing and background checks can take about 2 weeks.

Returning volunteers must reactivate themselves in Focus by answering a few questions regarding any criminal activity during the past year.

This is only done at the beginning of each year prior to volunteering.

# WHAT YOU NEED TO KNOW?



## **Dress Code:**

You should dress comfortably, but remember that you are a role model for our students. (no shorts, revealing tops or spaghetti straps)

## **No Siblings**

due to insurance / liability reasons

## **Confidentiality**

School board policy dictates that you must keep information you learn about a student to yourself. A misplaced comment can be devastating to a student, family, and the school volunteer program. Volunteers who consistently breach confidentiality will be dismissed.

WHAT  
YOU  
NEED  
TO  
KNOW?



### **Reliability**

is expected because teachers and staff plan for volunteer assistance. We do understand that extenuating circumstances arise and you may not be able to make it. In such case, please call the school as soon as possible and ask that the teacher or staff member be notified or email the staff member.

### **Student discipline**

As with employees, volunteers should not touch students in an aggressive or disciplinary nature. It is the teacher's responsibility to discipline the students.

### **Reporting Abuse**

Any volunteer who suspects or has reason to believe that a child has been abused or maltreated must report it to a school official.

# Signing in and Logging Hours



1. Always sign in/out at the front desk.
2. Always wear your volunteer nametag/sticker or level 2 badge while on campus.
3. **STEP 1-** Login into:  
<https://focus.pcsb.org/volunteer>
4. **STEP 2-** Sign on to the Volunteer System using your v.account
5. Username: (v. last name first initial – not case sensitive)
  1. **Username:** *Example:* v.smithd
  2. **Password:** Last Name (first letter capitalized) immediately followed by 4-digit birth year.  
**Password:** *Example:* Smith1975
6. *Click Submit*
7. **STEP 3- Click on Here** to enter Volunteer Hours (top right)

# Opportunities to Volunteer

## **Morning Activities**

**Field Trips**

**Classroom**

**Media/Library**

**Picture Day**

## **Office/Clerical**

**The Great American Teach-In**

**WATCH D.O.G.S**

**PTA Events**



# Morning Activities

<https://www.signupgenius.com/go/20F0845A4A92AABF58-morning>

## Cafe



## The Hub



## Morning Mile





# Field Trips / Classroom

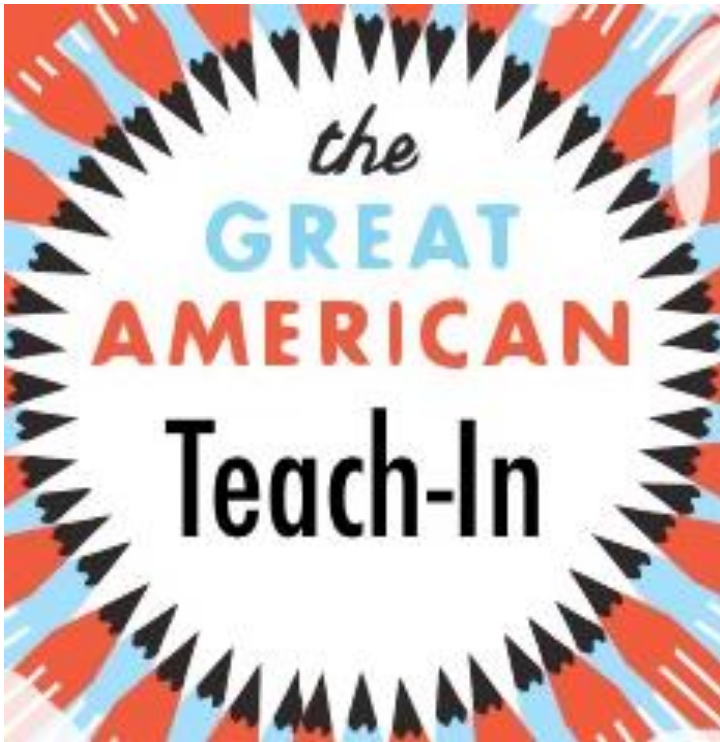


Room Representatives , Reading Groups, Field Trips, classroom assistance

Contact the teacher for more details and individual expectations

# Great American Teach-In

**Wednesday, November 13<sup>th</sup>**



Spend 30 minutes or the whole day to share things such as jobs, hobbies, sports, crafts, telling a story about an exciting trip or even reading an interesting book with our students.

If you or someone you know would like to be a presenter, please contact me as soon as possible.

We will also need volunteers to help take photos, and to offer assistance in locating classrooms, etc.