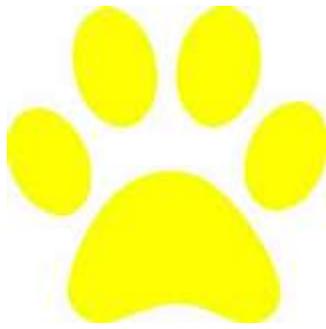


Western Wayne School District



Community Volunteer Program



Western Wayne School District

Community Volunteer Program

1-800-321-9973

High School Option # 1
Middle School Option # 2

EverGreen Elementary Option #3
Robert D. Wilson Option #4

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High School	Option # 1	EverGreen Elementary	Option #3
Middle School	Option # 2	Robert D. Wilson	Option #4

Dear Volunteer,

Welcome to the Western Wayne Volunteer Program. We would like to thank you for the time you are willing to give to our students. Our Community Volunteer Program involves matching the needs of our staff here at school with the services of community members to benefit the education of our most important asset, our students.

We at Western Wayne strive to provide our students with the best education possible. It is our belief that the more we expose students to a positive learning experience throughout their school day, the better educated they will be. We believe that community volunteers and teachers working together can maintain our high standards.

In order to have our Community Volunteer Program run as smoothly as possible, once you have received clearances please set up a time to meet with the building principal/ assistant principal prior to your volunteering.

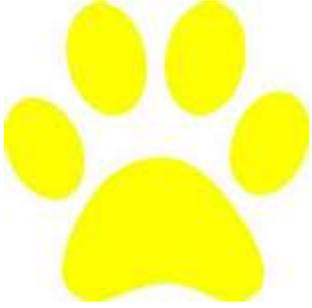
Thank you for wanting to be a part of our school community. We look forward to working with you in our Community Volunteer Program this year.

Sincerely,

Western Wayne Administration
Western Wayne School District
Community Volunteer Program

Western Wayne School District

Community Volunteer Program



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THE MISSION OF THE WESTERN WAYNE SCHOOL DISTRICT WILL WORK FOR EXCELLENCE...FOR EVERYONE...IN ALL THINGS...ALWAYS.

Today's schools embrace a most precious and valuable resource, our students. Preparing them for their future is a complex and sometimes overwhelming task. The magnitude of our student's needs differ from a generation ago and has necessitated a change in the relationship between the school and the community.

With your help and the collaboration of our efforts, we can enhance the lives of our students, while providing a richer educational experience. This approach will provide a mutually rewarding experience for everyone concerned. The invaluable gift of time offered by those of you willing and able to share it, is welcomed, appreciated, and needed in our schools. The presence of community volunteers has a positive, fundamental impact on the welfare of our students. A volunteer sometimes provides an individualized service for a student by being there to listen to them read, or enlightens a large group with experiences in a tradition different from their own. The lesson that is never lost on anyone is the modeling of true generosity through the gift of oneself.

A wide range of volunteer activities have been identified, with new areas of interest coming to our attention regularly. The support and guidance of the school community will be appropriate and continuous.

It is our ultimate hope that through the volunteer program there will be a concerted effort to make education more effective and insure the bright future our students deserve.



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Guidelines

Community Volunteer Program

As a volunteer in our program you are a very special person providing a valuable service to the students and faculty of the Western Wayne School District.

1. The things you see and hear while carrying out any task with the school is **CONSIDERED PRIVILEGED INFORMATION**. You should NOT discuss them with your children, friend, other volunteers, or people outside the school. Parents are not assigned to their children's classrooms, this has proved to be better for all.
2. You may see or hear things with which you do not agree. Please keep in mind, no one is going to handle problems in the same way that you would....you may not have all the information by which some decisions are made.
3. If you do have a concern, please feel free to ask about it or discuss it with the teacher or the building supervisor. Questions and constructive suggestions are welcomed where the welfare of the students is concerned.
4. Your coming will be counted on by both the students and the teachers. If you are scheduled on a regular basis and cannot come, PLEASE call the school.
5. For a smooth working relationship, both Volunteer and Staff should agree that:
 - A volunteer works under the direction and supervision of a teacher or member of the staff.
 - A volunteer supplies supportive services, but is not a substitute for a professional staff member or non-professional staff member.
 - A volunteer will not divulge confidential information to which he or she may have access.

- The volunteer should be given specific instructions and necessary materials for any job undertaken.

6. Some DO's to remember:

- Do: let the teacher handle the disciplining of any student.
- Do: keep cool; you are setting an example for the students.
- Do: call yourself and other adults by Miss, Mrs., Ms., Mr., etc.
- Do: listen and talk to the students and let them know you are interested.
- Do: dress appropriately; casual professional dress
- Do: keep cell phones and any electronic device at home or out of sight
- Do: know what to do in an emergency such as fire (everyone leaves the building and you should report to the teacher with whom you are working), injury or illness.
- Do: offer encouragement to students: praise is a good stimulant.
- Do: wait till students are gone to discuss problems with the teacher/supervisor.
- Do: ENJOY YOURSELF—this can be rewarding for you as it is for the students you are helping!

Ways Community Volunteers Can Help

Use these ideas for starters:

1. Volunteers can contribute to social studies units. Resource topics in which they have experience and expertise. A senior citizen can supply details on local history. Others may describe their personal participation in events such as the bombings in London during World War II, the Nazi Holocaust, and the Vietnam War, the Civil Rights Movement, political campaigns or other current events. A city planner might discuss urban renewal or current zoning problems.
2. Volunteers can help students use library sources and assist with research projects.
3. Volunteers can help build sets for the school play.
4. Volunteers who are artists and performers (such as musicians and dancers) can assist and encourage students who aspire careers in fine arts.
5. Volunteers can share collections, discuss careers, travels, hobbies, and other areas of social knowledge.
6. Volunteers can assist the staffs of student publications, yearbooks, literary magazine, or newspaper.
7. Volunteers can assist teachers in academic subject matter areas.
8. Volunteers can help students who were absent to make up missed work.
9. Volunteers can share slices and artifacts from other cultures and countries as well as from different sections of the United States.
10. Volunteers can demonstrate a variety of artistic abilities.
11. Volunteers can assist in the computer lab.
12. Volunteers can perform a variety of school duties as assigned by the principal, assistant principal or office personnel. They may assist at doors and hallways, in the office or copy room.



Dear Community Volunteer Member:

We are pleased that you are willing to give your time in order to enhance the educational opportunities of Western Wayne students.

There are three (3) procedural requirements for volunteers to meet prior to their school involvement:

1. Act 34, Act 151, Act 114 specifies that volunteers of public or private schools must undergo a background check. Forms are available at the school.
2. Volunteers must have a tuberculosis test.
3. School Board Approval

We are looking forward to working with you in our community volunteer program this year.

Sincerely,

Western Wayne Administration
Western Wayne School District
Community Volunteer Program