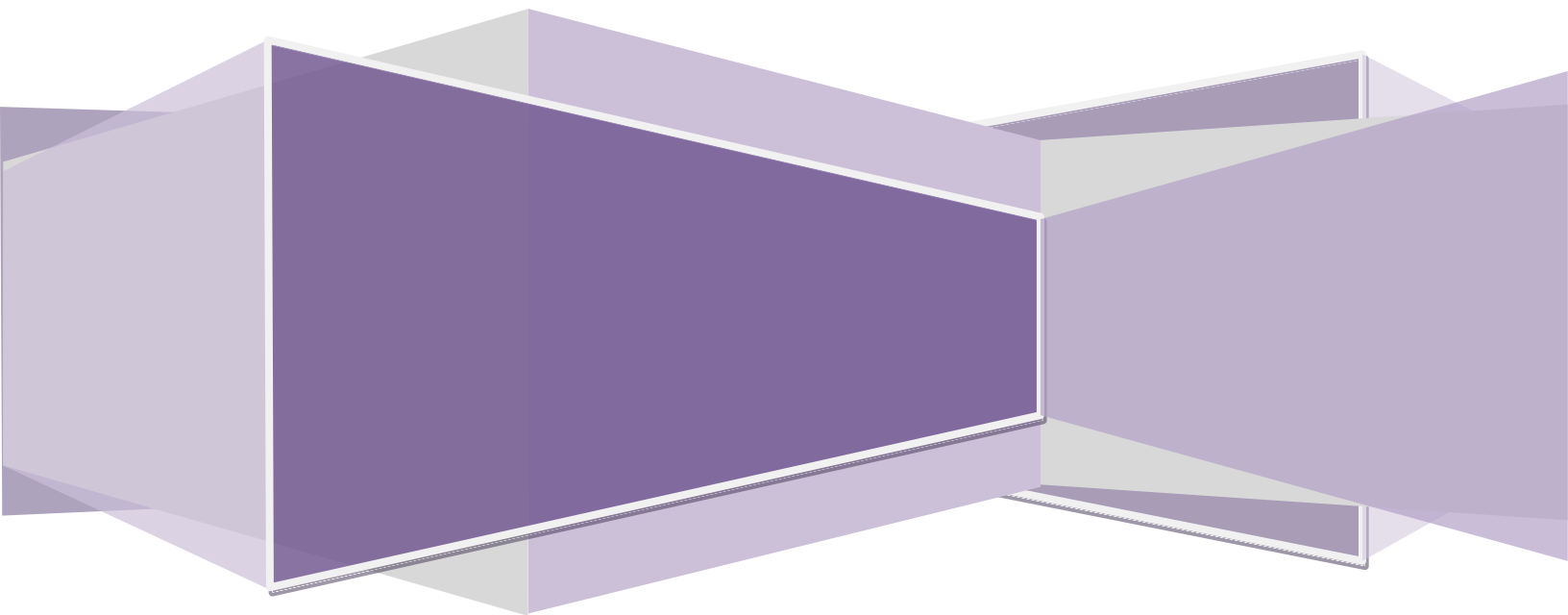


South Eastern Special Education

Volunteer/Practicum Handbook



SOUTH EASTERN SPECIAL EDUCATION

One of the continuing goals at South Eastern Special Education is to offer support for students in developing their skills and to provide programs, which further their educational experience. Support for our staff is important in helping students achieve success in school.

Consider what you want out of the experience of volunteering. You can volunteer in order to learn more about special education, advance your career, meet new friends, gain recognition, or have the satisfaction in helping children with varying needs to learn and grow like any other child.

Volunteers can provide that special touch---a willingness to share your time and talents in a variety of ways to help our students learn and grow. We hope you also will grow as you learn more about the educational process in your partnership with South Eastern Special Education.

The accompanying guidelines will help you make a smooth transition into your volunteer position, giving you an overview of our programs and the variety of opportunities available.

This handbook will provide an orientation to volunteers, which will be helpful in explaining their role in South Eastern Special Education's programs.

Thank you for caring and giving your time to help others.

GOALS OF THE VOLUNTEER PROGRAM

1. Help students improve and achieve success.
2. Reinforce skills introduced by teachers (i.e., assisting in a center or computer activity).
3. Provide curriculum enrichment opportunities, (i.e., reading to a student or listening to the student read).
4. Assist teachers by helping them with non-instructional tasks, (i.e., preparing or copying materials).
5. Encourage involvement and support of educational programs.
6. Heighten public awareness of the goals of South Eastern Special Education.

VOLUNTEER GUIDELINES

- Volunteers will work within procedural guidelines established by South Eastern Special Education under the direct supervision of the administration and teachers.
- Volunteers may assist, but **not replace** teachers in playground duty, recess, or PE.
- Volunteers may operate classroom or office equipment (i.e., copy machines, computers, etc.) after initial instruction from the teacher and approval from the building principal.
- Volunteers may read supplementary materials to students.
- Volunteers may put up bulletin boards in classrooms and hallways.
- Volunteers may assist students with class projects.
- Volunteers **will not** have access to student records (including IEPs) or grades.
- Volunteers may **not** supervise a class during a teacher's absence.
- Volunteers may **not** grade papers or tests.

VOLUNTEER OPPORTUNITIES

Volunteers are placed in jobs best suited to their skills and interests. However, specific jobs may not be available in the classroom, school or center in which you prefer to serve or at the time you have available. In this case you may be asked to consider volunteering in another classroom, school or center. Every effort will be made to ensure you of having a fulfilling and rewarding volunteer experience. A list of available opportunities follows:

- Storytelling
- Reading with Children
- Preparing Bulletin Boards
- Assisting on Field Trips
- Help reinforce Academic Skills
- Work on Special Projects
- Assist with Computer Activities
- Make Materials or Create Visual Supports
- Copy Materials

VOLUNTEER REQUIREMENTS

You do not need a teaching certificate or a paraprofessional certificate, but you should have:

1. A genuine interest in students
2. A professional commitment to your volunteer activity
3. Regular attendance
4. A cooperative attitude
5. Flexibility
6. Good health
7. Training as required for your activity
8. Fingerprinted and a Criminal Background Check
9. Compliance with School Rules
10. Compliance with all SESE Policies and Procedures

CONFIDENTIALITY

It is of the utmost importance that you keep information you learn about students between yourself and your supervising teacher. A misplaced comment can be in violation of the HIPPA/FERPA laws. Students and parents must have the assurance that all information about the student is kept confidential at all times. If you have any questions or concerns, talk with the supervising teacher or supervising administrator from South Eastern Special Education.

APPLICATION FORM

You will be asked to complete a Volunteer Application form. This information is for program use only and will not be shared with any other organization, group or person outside of South Eastern Special Education. An application form is attached to this Volunteer Handbook.

ACCEPTANCE AND DISMISSAL

Individuals who do not meet appropriate requirements as outlined in this handbook may not be accepted into the volunteer program. If a volunteer does

not meet established guidelines, alternative assignments may be suggested. If this does not meet with success, the South Eastern Special Education administration has the option to reject or terminate the volunteer's placement.

TRAINING

You may be requested to attend workshops about topics that would assist you as a volunteer in a South Eastern Special Education program. As a volunteer, you will receive information about any training opportunities that may relate to your volunteer assignment.

IDENTIFICATION

1. Always report to the school's office before you begin your day.
2. Sign in and out each time you enter the school building.
3. Wear your VISITOR badge or other name badge each building may require while in the classroom and building.

ATTENDANCE AND PUNCTUALITY

Reliability is expected since teachers and other school staff will prepare plans for volunteer assistance. If you need to be absent, please call the teacher at the classroom the day before, to inform him/her of your anticipated absence. If you or your child becomes ill the day you are scheduled to volunteer, please phone the teacher as early in the day as possible. Many of the classroom phones have voicemail.

VOLUNTEER/PRACTICUM APPLICATION FORM

Name _____ SS# _____

Home Address _____

City _____ State _____ Zip _____ Phone _____

Organization Represented _____

Title: (check one) Parent College Student Jr. High/High School Student

Requested Activity to participate in: _____

Location: Name of School _____ Class _____

Day(s) of Week (circle) M T W Th F Time(s): _____

Applicant Signature _____ Date _____

****TO BE COMPLETED BY OFFICE PERSONNEL**

Volunteer/Practicum Placement Record

Volunteer's Supervisor _____

Recommended Assigned Activity _____

School _____ Classroom _____

Days Approved to Attend _____

Other _____

Director/Supervisor Signature _____

Date _____

Volunteer name (please print)

Volunteer signature

Date

For School Use Only

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other _____

Name of supervising staff member

Illinois Sex Offender Database
Registry, www.isp.state.il.us/sor/
checked by _____

on _____ (mandatory)

Illinois Murderer and Violent Offender Against
Youth Registry, www.isp.state.il.us/cmvo/
checked by _____

on _____ (mandatory)

DruSjodinNational Sex Offender Public Website (NSOPW), www.nsopr.gov, Checked by _____

on _____ (mandatory)

To be completed by the Technical Assistance Supervisor:

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent? Yes No

Date that the check was requested:

Date that the check was received and reviewed:

Check reviewed by (*please print*):

Signature of reviewer

Date