

## How to Get Started

Volunteers are an extremely important part of the success at RCCS. We appreciate all the time and energy invested by all who serve at the school. In order to begin your volunteer service please:

- 1) Contact the school office
- 2) Fill out the volunteer application\*
- 3) Set up the date and time for service with building principal or head of school.

### Confidentiality Statement:

As a volunteer, all information you share about yourself will be kept confidential. Only with your written permission will information be released to anyone outside of RCCS except as required by law. Legal exceptions include the following:

- clear and imminent danger to you or someone else
- if there is a reasonable expectation that you will engage in dangerous conduct as defined by Wisconsin state statute
- reasonable suspicion that a child or elder is currently being abused
- a court order

All staff members are ethically and legally bound to treat your information confidentially.

\*only required for volunteers working directly with children- includes background check.



### **Volunteer Brochure**

#### JH/HS Campus

916 Bushnell St  
Beloit, WI 53511

#### Elem. Campus

5122 Driftwood Dr.  
Janesville, WI 53546

Phone: 608-365-7378 or 608-757-1000

E-mail: [office@rccs.us](mailto:office@rccs.us)

[www.rccs.us](http://www.rccs.us)



Tel: 608-365-7378 or 608-757-1000

Rock County Christian School

## Volunteer at RCCS





# Tips for Classroom Volunteers

## Be Open-minded

Try not to judge the teacher's teaching methods and discipline strategies, especially during your first few volunteer sessions. It may appear as if the teacher has a diverse range of expectations for individual students regarding discipline and academics. But keep in mind that the teacher knows confidential details concerning the students' academic abilities, domestic situations, and medical information that may affect behavioral and academic performance. Any such confidential information, including but not limited to, grades given and behavior, must be kept in strictest confidence.

## Boundaries

Before you start your volunteer experience, have a clear idea of what your personal boundaries are. Are you comfortable having the students refer to you by your first name, or would you prefer to be called Mr. or Mrs.? Are you willing to discuss aspects of your personal life such as your spouse and children?

Children ask adults a lot of personal questions in an attempt to bond. Because children are developing social skills, they are still learning the difference between appropriate and inappropriate questions. I usually answer personal questions that are within my own comfort level as long as they are asked during suitable times such as recess or between lessons. If a child asks a question that I don't want to answer, I let him know in a polite way.

## Communication

It may be difficult to find time during a busy school day to actually talk with the teacher, so if you have any questions or concerns, let the teacher know that you need to set up a time to talk. You might want to ask your cooperating teacher for her e-mail address in case you need to contact her between your scheduled volunteer days.

Always let the teacher know if you are having difficulty with a task. Completing a project the wrong way creates more work for the teacher than taking a few minutes to ask questions during the process. However, trying to discuss issues when the teacher is teaching is equally as stressful for the teacher. It is better to find a time when the teacher

is not in the classroom or to email any questions or concerns.

## Behavior Plan

Most schools have a discipline plan with clear-cut consequences for negative behavior and rewards for positive behavior. Many teachers add to the schoolwide guidelines by making a more specific behavior plan for their classroom. Know the method that your cooperating teacher uses to handle positive and negative behavior, and know what role you will play in that plan. Try to follow the behavior plan as closely as possible to the way the teacher does. This will prevent a good cop, bad cop scenario.

## Grading

Ask the teacher to explain her grading system and the part she would like you to take in the process. Does she want you to help collect homework and class work and to mark correct and incorrect answers? If you are to mark answers, is there a system for establishing a grade? Don't be surprised if your cooperating teacher prefers to do the actual grading herself. Many teachers feel an ethical obligation to complete all grading in their classroom to keep their assessment process consistent and confidential. If you are asked to grade papers, the same expectation of confidentiality applies to you as a volunteer. Grades and/or student behavior may not be discussed with anyone besides the teacher.

## Special Needs Students

Every class has individual students who need more help than the teacher can provide on any given day. These students may have behavior problems, learning disabilities, or personality traits that cause them to need extra attention from an adult. Ask your cooperating teacher which students you can help.

Any time you don't have something to do, assist one of these students with whatever task they may be struggling with. I find it most useful when a volunteer helps needy students during transition times such as walking to art, snack time, or getting unpacked and organized at the start and end of lessons. You'll be surprised at the positive difference you can make in a child's life by extending just a few minutes of your individual attention.

# Volunteer Opportunities

Service	Location
Classroom Help	Both Campuses
Tutor & Mentor	
Join a Strategic Team	
Office Work/Data Entry/Mailings	
Building & Grounds:	
Weed/Trim/Rake	
General Cleaning:	
Clean Windows/Paint	
Field Trip Driver & Chaperone	
Meals for P/T Conferences & Teacher Meetings	
Mow	Janesville Campus
Bulletin Boards	
Room Sponsor	
Collate Textbooks	
Clean up Nature Trail	
Change Bulbs & Ballasts	
Check Papers	

