



**CLASSROOM
VOLUNTEER TRAINING
2017-2018**

DOSS ELEMENTARY SCHOOL

Volunteer Training

- Volunteer Training is mandatory for anybody who will be in the classroom for an extended period of time
 - Staff Appreciation Luncheon, Gallery Greats, Class Parties, Classroom Readers
- Training is only required 1x per school year



What NOT To Do!

- Do not talk or play on your phone while covering the class
- Call 911 when a kid bumps their head

- Little Susie may jump off of the reading loft while you are busy surfing Facebook
- An ambulance shows up...The Associate Superintendent calls to ask the Principal why there's an ambulance on campus...The school nurse and Principal have no idea what's going...Mass Chaos Ensues!



What NOT To Do!

- At Happy Hour you begin talking about how messy the teacher's desk was and that little Johnnie was the smartest kid in the whole class

- You have just violated a child's right to privacy. Do not pass goal. Do not collect \$200



What You Should Do

- Introduce yourself by your last name....Mr. Smith or Mrs. Jones
- Give the students instruction for the time that you will be in the room
- Be positive
- Address students by name
- Recognize and praise appropriate behavior
 - “I like how Billy is sitting quietly and waiting his turn”
- Practice Redirection
 - “If you can hear me touch your nose”
- Give Feedback
 - “Let’s use our whisper voices”
- Call the office if a child is hurt and needs assistance: 414-2365



What You Should Do

- Count the # of students you have MULTIPLE times while you are watching the class
 - Always count the students before and after transitions.
- Confidentiality – Please do not share any personal or academic information regarding a student
- It's worth saying twice...please do not share ANY information about a student with anyone else.
- Actively monitor the students
- Dress appropriately
- Did I mention...count the kids? This is how we keep up with everyone!



THANK YOU

We appreciate you watching
our sweet Doss Owls!

We love each and every one of them...
We bet you will too!

