



Dear Volunteers,

Welcome to our Parent Community Networking Center (PCNC) Volunteer Orientation training. How fortunate we feel to have the opportunity to work with such dedicated and involved people. This handbook has been prepared to help you become a more effective volunteer. Information has been compiled from various different sources.

Our heartfelt thanks goes out to you for taking time from your busy schedule to help our schools through your volunteer work. You truly make a difference!

Sincerely

Sheri Sunabe, Principal

Tracy Rubidoux-Cadd, PCNC Facilitator



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# PCNC

## Parent Community Networking Center DEVELOPING A SENSE OF COMMUNITY...

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The Parent-Community Networking Centers (PCNC) serve to create supportive partnerships among the home, the school, and the community for the purposes of supporting student success, and building a sense of family and community. The PCNC are school-based centers for families, volunteers, and community to identify their strengths, collaborate, make decisions, and create partnerships as a part of the Comprehensive Student Support System. The parent involvement program and goals of the PCNC are embedded in the school's Academic Plan, and serve, through a network of relationships among partners, to ultimately support parents and their children's success in school.

### **Mission**

To develop a sense of community and a caring, learning network to strengthen family, neighborhood, school, and classroom for every student's well-being and attainment of standards.

### **Goal**

The PCNC, with partners, will focus on family support and will work to implement the six components of the **BOE Parent/Family Policy #2403**:

- Communicating**- Communication between home and school is regular, two way, and meaningful.
- Parenting**- Responsible parenting is promoted and supported.
- Student Learning**-Parents play an integral role in assisting student learning, including successful achievement of the Hawaii Content and Performance Standards.
- Volunteering**- Parents are welcome in the school, and their support and assistance are sought.
- School Decision Making**-Parents are partners in the decisions that affect children and families.
- Collaborating with the Community**-Community resources are made available to strengthen school programs, family practices, and student learning.

### Standards for Parents as Partners in Learning

Parents are critical to their children's well-being and success. Reflecting upon their own experiences, 2,700 parents representing urban and rural areas and all socioeconomic and ethnic backgrounds in Hawaii gathered and participated in 108 standards-generating sessions throughout the state. Hawaii's parents generated the following standards and practices for parents in helping their children learn. While the standards guide parents in supporting their children's learning, they also guide the school and

community in providing the information, support, and involvement opportunities that parents desire. (Please access <http://familysupport.k12.hi.us> for the full document)

**A parent partner in learning:**

- Attends to the child's physical, emotional, social, and behavioral development.
- Develops the family as the child's first teacher.
- Prepares the child to achieve the Hawaii Content and Performance Standards III at school.
- Provides home support for the child to meet the Hawaii Content and Performance Standards
- Supports the child's school and teachers.
- Is a life-long learner and teacher.



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# Q & A

## Answers to Frequently Asked Questions “MUST KNOW” INFORMATION

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The following questions and answers were “developed to provide some information and guidance

to interested persons on the general subject of school volunteer work”.

(Taken from: Informational Handbook, School Volunteers, Dept. of Education, State of Hawaii, RS90-7812)

### **1. What is a school Volunteer?**

A school Volunteer is a person who of the person’s free will and without compensation provides services to a school in an authorized school function. The service must be connected with an authorized school function.

### **2. When is an activity involving Volunteers a legitimate school function?**

The fact that a group of unpaid community members is allowed to engage in an activity in school, does not necessarily confer the status of a school Volunteer. The activity is declared or considered by school officials as an authorized function of the school when: the persons engaged in the activity are doing so of their own free will and without compensation; and the services of such persons have been accepted by the school.

### **3. Who decides whether a Volunteer activity is a school function?**

The Principal or the Principal’s authorized representative.

### **4. What may a Volunteer expect in providing services to a school?**

A Volunteer may expect:

- To be trusted with information that will help the Volunteer carry out assignments.
- To be kept informed about what is going on in the specific volunteer areas.
- To be provided orientation, training, supervision for the job the Volunteer accepts so that the Volunteer will know why a particular task is being asked to be done.
- To receive feedback as to whether the Volunteer’s work is effective and how it can be improved.
- To receive letters of recommendation and reference from the Volunteer’s supervisor upon request.

### **5. What are the responsibilities of a school Volunteer?**

A school Volunteer has a responsibility to:

- Fulfill the Volunteer’s commitment or to notify the designated person of change or plans.
- Follow guidelines and policies established by the school and the Department of Education.
- Respect the values and beliefs of others.
- Use time wisely and not interfere with the job performance of others.

- Be considerate, respect competencies, and work as a member of a team with staff and other Volunteers.

### **6. What may a school expect from Volunteers?**

A public school utilizing the services of Volunteers may expect the Volunteer:

- To fulfill the Volunteer's assignment as agreed upon or to notify the supervisor sufficiently in advance if the Volunteer cannot complete it.
- Not go beyond the Volunteer's competencies and authority.
- To maintain confidentiality, and to respect and treat the recipients of volunteer services with dignity.

### **7. What are the responsibilities of a school that utilizes Volunteers?**

A public school utilizing the services of Volunteers has the responsibility to:

- Provide each Volunteer with a designated supervisor.
- Be alert to assignments for the handicapped or disabled Volunteers.
- Make it possible for a Volunteer to serve on a trial or probationary basis for a specified period.
- Provide orientation and training to improve the Volunteer's skills.
- Provide Volunteers with clear instructions and adequate workspace.
- Establish and communicate clearly defined lines of supervision so that the Volunteer knows to whom the Volunteer is responsible.

### **8. On what grounds may a school deny a person from serving as a Volunteer?**

As a general rule, a school may deny a person from serving as a Volunteer if:

- The goods or services offered by a person are not needed to carry out the school's legitimate functions.
- A person has had a prior criminal conviction for an offense.
- A person lacks the knowledge and ability to satisfactorily perform the duties of a Volunteer.
- A person serving as a Volunteer refuses to carry out the legitimate instructions of the Volunteer's supervisor, or conducts himself/herself in reckless disregard for the health and safety of others and property.

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# What does the Teacher Expect of the Volunteer?

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Are You as Prepared as You Should Be?

BE DISCREET AND TRUSTWORTHY... MAINTAIN CONFIDENTIALITY

Promptness	Love of children;
Enthusiasm	Flexibility;
Dependability	Patience;
Loyalty	Business-like attitude;
Imagination & creativity;	Non-disruptive influence;
Tact	Sense of humor;
Initiative	Interest in helping for the benefit of the community;
Be discreet & trustworthy;	Be pleasant, friendly, have a warm & positive attitude;
Be sensitive to children's needs;	Know that the teacher is the authority;
Be sensitive to teacher's time needs	Avoid trying to be an amateur psychologist;
Be capable of maintaining firm but kind discipline when working with small groups of children;	
Follow all school rules (e.g. no-smoking while on campus or at any school activity, etc. See Parent Handbook ).	



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# Ready, Set, Go!

## After You Have Been Certified as a Volunteer THE 1-2-3'S OF VOLUNTEERING AT THE SCHOOL

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1. **S**ign in at the school office.
2. **F**ill in your name, activity (purpose of your visit), time in and out
3. **W**ear badge so everyone on campus will recognize you as a volunteer.
4. **R**eport to the person in charge of the activity (teacher, PCNC facilitator, etc.)
5. **I**f you are not able to volunteer as scheduled, please call the school office phone:  
808-266-7835
6. **B**efore you leave, please sign out in the office and return your name badge
7. **N**eed additional help? Call Tracy Rubidoux-Cadd at 808-266-7835 or 808-634-0125