



**HANDBOOK**

**FOR**

**SCHOOL**

**VOLUNTEERS**

Revised August 2011

Empower to learn  
Challenge to achieve  
Inspire to excel



# THOMPSON SCHOOL DISTRICT

## **MISSION AND VISION**

The Thompson School District will be a school district that empowers, challenges and inspires students, faculty, staff, parents, school leaders and community members to learn, achieve and excel.

## **SUPERINTENDENT**

Ron Cabrera, Ph.D.

## **VITAL**

### **Volunteers In Thompson Accentuating Learning**

In support of the district's mission and vision, the VITAL volunteer office encourages and supports community partnership through volunteerism in our schools. Volunteers strengthen the quality of education by sharing valuable time and knowledge. Year after year, tens of thousands of volunteer hours are given in Thompson Schools by thousands of volunteers. Each school welcomes volunteers of all ages, and there is a place for everyone.

Chris Ingold – 613-5072  
Volunteers and Community Events Specialist

Frances Schuyler – 613-5073  
VITAL Facilitator

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800 South Taft Avenue • Loveland, CO 80537 • (970) 613-5000

Dear School Volunteer,

It gives me great pleasure to thank you for your participation in the Volunteers in Thompson Accentuating Learning (V.I.T.A.L.) program. You are one of many volunteers that spend time in our schools. There is an African proverb and has been roundly cited for decades as to the importance of a community's commitment to support our children: *"It takes a village to raise a child."* Your participation adds to the "village" that constitutes the Thompson school community. As you work with our teachers and staff, you naturally add value to all of the experiences our children receive. We appreciate your donation of time, commitment to our students and teachers, and your obvious dedication to the success of each of our children.

As you know, our children are very impressionable. They have a tremendous need and willingness to learn from people with whom they have developed a respectful and trusted relationship. Furthermore, those students who are the most successful typically have an adult who has expressed interest in them and offered them support and encouragement. As a volunteer, you can become as easily influential as the classroom teacher in the development of a positive adult-student relationship. Thank you for your willingness to know and to take care of our students.

Lastly, formal education may occur in the classroom, but learning can happen at any time and from anyone who gets involved in a child's life. We recognize that and appreciate your experiences and good work that help our children become successful learners. Thank you.

With Appreciation,

Ron Cabrera, Ph.D.  
Superintendent

## **WHAT IS VITAL?**

Volunteers In Thompson Accentuating Learning (VITAL) brings together district-supported volunteer programs under one office to encourage networking and to expand the concept of volunteering in Thompson School District. Each school has a volunteer coordinator who, with the support of the VITAL office and site-based efforts, recruits, organizes and trains volunteers to work in the school. Principals and staff members are trained how to best utilize volunteers. This training of volunteers and staff is the core of VITAL - expectations are clear and the energies of all are focused.

The VITAL office works with and supports the site-based efforts of the schools and their volunteer coordinators by providing handbooks for teachers and staff, principals, coordinators and volunteers; training workshops; resource materials; a system for placing nonparent community volunteers in the schools; and volunteer recognition support.

The VITAL office is located in the Administration Building in Room 109. Office hours are Monday through Thursday 7:30 a.m. to 4:30 p.m. and Fridays 7:30 a.m. to 12:30 p.m. The VITAL office is closed during the summer.

## **WHO ARE SCHOOL VOLUNTEERS?**

School volunteers are parents, retired citizens, college and high school students, members of church and civic groups, and community members who are motivated by a desire to help and have time to give regularly or on a request basis. Volunteers serve only in those classrooms in which their help is requested by the teacher.

## **YOU ARE VITAL!**

Thompson schools are proud to be a part of the millions of hours contributed by volunteers nationally. We welcome you as a school volunteer and thank you for the important part you play in educating the children in our schools.

Your school's volunteer coordinator, principal, teachers and staff are committed to the VITAL volunteer program. Feel free to talk to them regarding any questions you might have about your role as a volunteer. The purpose of this handbook is to provide our school volunteers with general information about volunteering and district information regarding policies and procedures. Your volunteer coordinator can provide information specific to your school.

Again, thank you for sharing your valuable time with our students. You truly are a part of the VITAL difference.

# **GENERAL VOLUNTEER PROGRAM RESPONSIBILITIES**

## **THE PRINCIPAL IS RESPONSIBLE FOR:**

- Selecting a volunteer coordinator to lead the program.
- Overseeing the structure of the school's volunteer program.
- Creating the conditions for effective community involvement in the school.
- Providing support and appreciation to all persons involved in the program.
- Determining guidelines such as using volunteers in the classroom, the use of the staff lounge by volunteers, etc.

## **THE SCHOOL VOLUNTEER COORDINATOR IS RESPONSIBLE FOR:**

- Recruiting volunteers.
- Orienting and training the volunteers.
- Placing the volunteers.
- Monitoring the program.
- Giving feedback to the volunteers.
- Evaluating the program and reporting results to principal/staff.
- Assessing the school's needs to create job descriptions.
- Tabulating volunteer hours monthly.
- Reporting total number of hours and volunteers to the VITAL office.
- Working with the VITAL office.

## **THE TEACHER OR STAFF MEMBER IS RESPONSIBLE FOR:**

- Getting to know the volunteer.
- Planning for the volunteer by providing meaningful tasks.
- Providing orientation for the volunteer.
- Providing on-the-job training and communication with the volunteer.
- Showing appreciation.
- Informing volunteer coordinator of own needs.

## **THE VOLUNTEER IS RESPONSIBLE FOR:**

- Following the teacher's directions.
- Asking questions when needed for clarification.
- Following confidentiality rules and guidelines.
- Taking available training and reading the Handbook for School Volunteers.
- Being prompt and dependable.
- Complying with school policies and guidelines.

## **WAYS VOLUNTEERS CAN HELP AT THE ELEMENTARY SCHOOL LEVEL**

These suggestions are only a beginning. You will think of other ways that volunteers can help.

1. Provide individual help.
2. Listen to children read.
3. Set up and assist in learning centers.
4. Reproduce materials.
5. Tell stories to children.
6. Help contact parents.
7. Work in health office, library, or front office.
8. Practice vocabulary and spelling words.
9. Help supervise recess.
10. Assist with vision and hearing screening.
11. Grade papers (see Page 12)
12. Prepare bulletin boards.
13. Help with book fairs.
14. Work with struggling learners.
15. Help select library books.
16. Assist with field trips.
17. Make props for plays.
18. Gather resource materials.
19. Help children with arts and crafts.
20. Help with classroom parties.
21. Check out books from public library.
22. Set up science experiments.
23. Take attendance.
24. Collect lunch money.
25. Work on perceptual activities.
26. Make list of library resources.
27. Work with disabled child.
28. Prepare teaching materials.
29. Supervise students taking tests.
30. Discuss careers or hobbies.
31. Reinforce learning of alphabet.
32. Reinforce recognition of numeral.
33. Drill recognition of color words.
34. Talk to children – be a friend.
35. Help children who play instruments.
36. Dramatize a story.
37. Help children with motor skill problem.
38. Help children learn a foreign language.
39. Help with handwriting practice
40. Assist in computer lab.
41. Assist with sing-a-longs.
42. Set up a "grocery store" to practice math skills.
43. Share ethnic backgrounds and experiences.
44. Discuss farm life and farm animals.
45. Help with field day.
46. Demonstrate gardening skills.
47. Help prepare assembly programs.
48. Share information about local history.
49. Demonstrate different artistic abilities.
50. Play games at recess.
51. Judge entries at the science fair.
52. Organize fundraisers.
53. Discuss holidays and special occasions.
54. Demonstrate pioneer crafts:
  - Weaving
  - Candle making
  - Soap making
  - Musical instruments
  - Toys and dolls

## **WAYS VOLUNTEERS CAN HELP AT THE SECONDARY SCHOOL LEVEL**

Use these ideas for starters. The school will welcome your additional suggestions.

1. Assist in organizing a career fair.
2. Chaperone field trips.
3. Assist with booster organizations for sports, band, choir.
4. Help students use library sources and assist with research projects.
5. Assist teachers in gathering resources for units of study.
6. Assist in organizing a career exploration day or week.
7. Tape record textbooks for students who have reading problems.
8. Assist in science and math laboratories.
9. Help in vocational classrooms and laboratories, such as printing, auto mechanics, commercial food and sewing, industrial arts, construction trades.
10. Help build sets or sew costumes for the school play.
11. Help high school students with scholarship applications.
12. Tutor students in math and other subjects.
13. Arrange meaningful field trips into the community to augment class learning.
14. Share collections.
15. Discuss careers, travels, hobbies, and other areas of special knowledge.
16. Sponsor school clubs and interest groups.
17. Assist with student publications, yearbook, and newspaper.
18. Produce a parent-teacher newsletter to inform parents of student and school achievements and activities.
19. Assist language arts teachers as readers of student essays and compositions, enabling teachers to give more writing assignments.
20. Assist special education teachers by giving students extra drill and reinforcement of concepts.
21. Help students who were absent to make up missed work.
22. Help middle school students organize their lockers – especially the new sixth-graders.
23. Volunteers who are native speakers from other countries and people who speak foreign languages fluently can give language students extra practice in conversation.
24. Assist guidance offices in helping students find answers to questions about careers, training opportunities and college selections.
25. Supervise students who are taking tests.
26. Assist non-English speaking students in expanding their vocabularies and improving conversational skills.
27. Share slides and artifacts from other cultures and countries, as well as from different sections of the United States.
28. Contribute to social studies units by speaking or being interviewed on 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 Vietnam War, the civil rights movement, political campaigns or other current events. A city planner might discuss urban renewal or current zoning problems.

# CHARACTERISTICS OF CHILDREN AT DIFFERENT AGES

## A 5-Year-Old:

- Is helpful around the house.
- Prefers mother.
- Needs some assistance with coats, etc.
- Is closed-mouthed at home about school activities.
- Has vague concept of time.
- Is not fearful.
- Asks many questions about how things work.
- Loves to play dress-up.

## A 6-Year-Old:

- Handles and attempts to use tools and materials.
- Is self-centered, domineering, stubborn and aggressive.
- Wants and needs to be first, to be loved best, to be praised most and to win.
- Is usually better-behaved away from home.
- Does a good deal of tattling.
- Is very domineering and bossy.
- Carries on long conversations.
- Enjoys father.
- Is restless, overactive, and exuberant.
- Usually likes his teacher.

## A 7-Year-Old:

- Does not respond promptly.
- May forget easily.
- Fights with playmates.
- Interested in magic, puzzles, collecting and exchanging baseball cards, etc.
- Is concerned about being good.
- Is easier to discipline, sensitive to praise.
- Complains and sulks.
- Considers his teacher paramount in school

## An 8-Year-Old:

- Enjoys jokes and riddles.
- Makes fewer complaints about teacher.
- Is expansive and speedy.
- Is alert, friendly and interested in people but sometimes careless, noisy and argumentative.
- Gets her feelings easily hurt by careless remarks.
- Likes team games.
- Is critical of brothers and sisters.
- Needs frequent reminders about responsibilities.
- Is demanding of mother.
- Is sensitive to criticism.
- Is in need of adult praise and encouragement.

**A 9-Year-Old:**

- Has increased independence.
- Has increasing self-motivation.
- Resents interruptions.
- Likes secret codes and languages.
- Has strong sense of right and wrong.
- Is easily discouraged.
- Is competitive in work and in play and is afraid of failure.
- Cries only when emotions are overtaxed.
- Is a great worrier.
- Is anxious to please.
- Makes fewer demands on parents.
- Is a loyal and devoted friend.
- Is more interested in talking and listening than in working.

**A 10-Year-Old:**

- Is relaxed, casual and alert.
- Is in one of the happiest ages.
- Has a strong sense of justice.
- Truly enjoys friends.
- Needs schedules.
- Loves the outdoors.
- Is a hero worshiper.
- Wants teacher to be fair.

**Preadolescents:**

- Are awkward, lazy and restless because of rapid and uneven growth.
- Are very antagonistic and teasing toward the opposite sex.
- Often are over-critical, rebellious and uncooperative.
- Need warm affection and a sense of humor from adults.
- Are turned off by nagging, condemnation and being talked down to.
- Need a feeling of belonging and acceptance.

**Adolescents:**

- Often go to extremes.
- Experience emotional instability.
- Are know-it-alls.
- Are very interested in philosophical, ethical and religious problems.
- Show a step toward adulthood by asserting independence.
- Need acceptance by peer group.
- Need adult guidance that is kindly and does not threaten freedom.
- Seek both dependence and independence.
- Need a constructive recreation, possibly a "worthy cause".

## **EFFECTIVE WAYS TO WORK WITH CHILDREN**

- Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you. You are very important as a listener.
- Encourage them to do their own thinking. Give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
- If you don't know an answer or are unsure of what to do, admit it to the children and work it out together.
- Encourage children; seek something worthy of a compliment, especially when children are having difficulties.
- Accept each child as he/she is. You do not need to feel responsible for judging a child's abilities, progress, or behavior.
- Respect a child's privacy. If a child or a teacher reveals personal information, regard it as a confidence.
- Maintain a sense of humor.
- Be consistent with teacher's rules for classroom behavior, schedule, and atmosphere.
- Wear comfortable clothes and don't hesitate to get down on a child's level.
- Keep your commitment; the children will expect you and look forward to your coming. If you know you will be gone, tell them in advance. Keep all promises and make none that you cannot keep. Children never forget!
- Share experiences that might be of interest. Tell students something about yourself and your family.
- Plan realistic goals with the children that are not too high.
- Keep your explanations and expectations few, short, and clear.
- Remember that reaching a child is often as important as teaching.

# **GUIDELINES FOR SCHOOL VOLUNTEERS**

Volunteering in a school is an experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers and school staff.

## **A VOLUNTEER:**

- Expresses a genuine interest in helping students.
- Attends all available training sessions and reads the Volunteer Handbook.
- Works within the rules of the school as set by the principal.
- Always works under the direction and supervision of a teacher or a staff member.
- Is expected to support the teacher. The teacher is responsible for content and techniques.
- Has short, periodic planning periods with the teacher.
- Never contacts parents regarding the performance of students or writes comments on papers that go home.
- Is dependable and on time. If unable to attend, arrangements should be made ahead of time with the teacher or volunteer coordinator. In case of last minute emergency, notify the school office.
- Knows that any information to which he/she has access in the school or classroom is confidential.
- Never expresses differences of opinion or dissatisfaction in the presence of students.
- Takes all matters of concern to the principal and the school volunteer coordinator.
- Records his/her volunteer hours on the designated form at the school.
- Is warm, friendly, and courteous at all times.
- Must be in good health.

## **REMEMBER:**

- Be honest. Your approach and attitude will aid in developing trust.
- Be patient. Students having difficulty with a subject do not need additional pressure.
- Be flexible. The needs of children vary.
- Be friendly. With a smile and a thank you, you can accomplish miracles.
- Be respectful. Treat individuals in the same manner you wish to be treated.

## **ROUTINE PROCEDURES TO FOLLOW**

- Sign in and out upon your arrival and departure. Each school should have a volunteer book set up in the office. This is a security measure, as well as a means for your volunteer coordinator to track volunteer hours.
- Wear your name tag for identification.
- If you must be absent, call the school and leave a message for the teacher.
- Be prompt. Remember in the secondary schools, students may have a class for just 45-60 minutes so it is important to make every minute count.
- Do not accept this responsibility lightly. Teachers will have planned for you; your student is dependent upon you. Volunteer for only the time you can realistically expect to fulfill.
- Remember that you are acting as a role model for your student and you should dress and act appropriately.
- Discuss any questions or concerns with the teacher, principal or volunteer coordinator.
- Treat all information about a student in confidence.
- Follow all rules and policies set by the school.
- Have fun and enjoy your volunteer job!

## VOLUNTEER CODE OF ETHICS

In order to promote volunteerism in our school it is essential for all volunteers to adhere to a professional code of ethics. We ask that volunteers agree to the following:

- **Attitude:** Please come to school with a good attitude - one that will say to the teacher or principal, "I'm glad you asked me to help," and one that will say to the student you are working with, "You are so special, I'm glad that I have an opportunity to work with you."
- **Dependability:** Please be dependable. The teacher is planning activities for you and the students. If you are not able to volunteer as scheduled, be sure to call the school and get a message to the teacher or staff member.
- **Communication:** If you have any questions about policies or procedures, please ask the appropriate person - the teacher, the principal, the school secretary, or the building volunteer coordinator. Ask for a copy of the Handbook for School Volunteers and be sure to read it.
- **Confidentiality:** You may have access to student records and other confidential information. You will know the children who are struggling. Please remember that any information pertaining to a child must be left in the classroom. As school volunteers, you do not want to be responsible for sharing any information that might be detrimental to a child.
- **Support:** As a school volunteer you are always in a support position. You support the classroom teacher and the principal of the building, as they are responsible for the education of the students at school.

As a school volunteer following the professional code of ethics, you are part of the school team whose goal is to provide opportunities for all children to learn. You are a professional school volunteer!

*I have read the Volunteer Code of Ethics and agree to adhere to the code.*

---

*Signature of Volunteer*

---

*Date*

# HEALTH, SAFETY, AND LEGAL REGULATIONS

## **Health:**

Please do not come to school if you are ill (this includes a cold, sore throat, or cough). Germs spread easily in a classroom situation. You may feel that you are leaving the teacher short-handed and will want to come in even though you are not well. This is not good for you, the children, or the teacher. If possible, please call if you aren't able to come in, and be certain that you are completely over your illness when you return.

Children learn by example. Please use good health habits when you are at school by washing your hands with soap before handling food and after using the restroom.

## **Safety:**

- Be aware of the playground regulations, and fire drill and lockdown procedures.
- Certain materials need to be watched closely; scissors, saws, sand (it can damage eyes), glass items, pointed objects such as a math compass.
- Be aware of the specific safety needs of your school and/or program.

## **Legal:**

*At no time may a teacher leave a volunteer in charge of an entire class, as under present Colorado Law this is clearly illegal.* Volunteers are under the direct control of the classroom teacher or staff personnel at all times. This does not preclude a volunteer working in a separate room with a child, following the teacher's directions with periodic consultation with the teacher or other certified professional individuals under contract with the school board.

## **Grades:**

Volunteers may grade students' papers, **but at no time should they have access to students' grades.** Therefore, volunteers **MAY NOT** enter grades in grade books.

## **Field Trips:**

We must ask that parents make other arrangements for their preschoolers when they volunteer to go on field trips. Preschoolers will not be permitted on field trips for the following reasons:

- Volunteers agree to act as supervisors, giving their full attention to their group of students, when they accompany a field trip.
- Field trips are curriculum-based and age-appropriate.
- Current district liability insurance does not allow for coverage for non-students.

## **What Volunteer Expenses May I Deduct From My Federal Income Taxes?**

You may deduct the cost of transportation (gas, oil, and parking expenses) to and from home and the school. See Internal Revenue Service's Publication #526

# INSURANCE ISSUES FOR VOLUNTEERS

## LIABILITY INSURANCE

Volunteers working in Thompson Schools are covered by the same liability insurance that covers district employees. The district is insured through the Colorado School Districts Self Insurance Pool. All liability claims (or notices that a liability claim may be filed) are to be reported to the district insurance and risk management office.

The Colorado Governmental Immunity Act (CRS 24-10-103) established by the Colorado legislature identifies the types of claims that can be brought against a public entity and also limits the amount of damages that can be awarded against a public entity. The Act also includes coverage for public employees, elected officers and members, and volunteers. "Public employee means an officer, employee, servant or **authorized volunteer** of the public entity...**authorized volunteer means a person who performs an act for the benefit of a public entity at the request and subject to the control of such entity.**"

**An authorized volunteer, as defined, would not include those who are volunteering under organizations that have a separate board or oversight group, their own bylaws or charters.**

## PERSONAL INSURANCE COVERAGE

The district has not purchased any health/dental or accident insurance for its volunteers. In the event of an injury or illness, the volunteer will be responsible for the payment of his or her incurred medical/dental expenses.

## WORKERS' COMPENSATION

Volunteers are not covered by the Colorado Workers' Compensation Act.

## TRANSPORTATION IN PRIVATE VEHICLES

Anyone transporting students in their own cars should be aware that, in all but rare circumstances, their personal automobile insurance has sole responsibility in the case of any accident. District insurance does not typically cover the use of private vehicles; therefore, it is imperative that volunteer drivers have adequate insurance before transporting any student.

Volunteers who transport students must complete and submit the Volunteer Driver Authorization (Form D) along with a copy of his or her valid Colorado driver's license, a current Motor Vehicle Report (MVR) and proof of insurance coverage.

An MVR can usually be obtained from the driver's insurance company as they have access to the DMV database. If this is not possible, the driver can obtain an MVR for a nominal fee at any full-service state driver's license office (Ft Collins, Longmont or Greeley) with a valid driver's license or by mail from the Colorado Department of Motor Vehicles ([www.mv.state.co.us](http://www.mv.state.co.us)). This option could take ten to fourteen days.

## SCHOOL INFORMATION SHEET

Name of School: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### NAMES TO REMEMBER

Title	Name	Room/Phone #
<b>Principal</b>		
<b>Assistant Principal</b>		
<b>School Volunteer Coordinator</b>		
<b>School Secretary</b>		
<b>Library Clerk</b>		
<b>Media Specialist</b>		
<b>Instructional Aides</b>		
<b>Faculty Assistant</b>		
<b>Health Office Assistant</b>		
<b>Campus Monitor(s)</b>		
<b>Building Custodian</b>		
<b>PTO/PTA President</b>		
<b>Accountability President</b>		
<b>Where I Will Volunteer</b>		

# SCHOOL POLICIES

**Put a check ( ✓ ) before each of the following as you become familiar with school policies concerning them. Space is provided for notes.**

- [ ] Dress Code: \_\_\_\_\_
- [ ] Place to Work: \_\_\_\_\_
- [ ] Taking and Returning Child(ren): \_\_\_\_\_
- [ ] Sending Things Home (notes, child's work, books): \_\_\_\_\_
- [ ] Discipline: \_\_\_\_\_
- [ ] Parking: \_\_\_\_\_
- [ ] Policies for Checking Out Materials:
  - Media: \_\_\_\_\_
  - Library: \_\_\_\_\_
  - Textbooks: \_\_\_\_\_
  - Supplies: \_\_\_\_\_
- [ ] Where/How to Make Copies: \_\_\_\_\_
- [ ] Staff Lounge: \_\_\_\_\_
- [ ] Eating and Smoking in the Building: \_\_\_\_\_
- [ ] Office Sign-In and Identification: \_\_\_\_\_
- [ ] Absence Procedures: \_\_\_\_\_
- [ ] Use of Custodial Services: \_\_\_\_\_
- [ ] Use of Telephone: \_\_\_\_\_
- [ ] Liability Coverage: \_\_\_\_\_
- [ ] Fire Drill Procedures: \_\_\_\_\_
- [ ] Lockdown Procedures: \_\_\_\_\_
- [ ] Field Trip Procedures: \_\_\_\_\_

## **TOUR OF SCHOOL - Know the location of the following:**

- |                 |                     |               |
|-----------------|---------------------|---------------|
| _____ Cafeteria | _____ Workroom      | _____ Others: |
| _____ Library   | _____ Main Office   | _____         |
| _____ Lounge    | _____ Media Room    | _____         |
| _____ Restrooms | _____ Parking Areas | _____         |

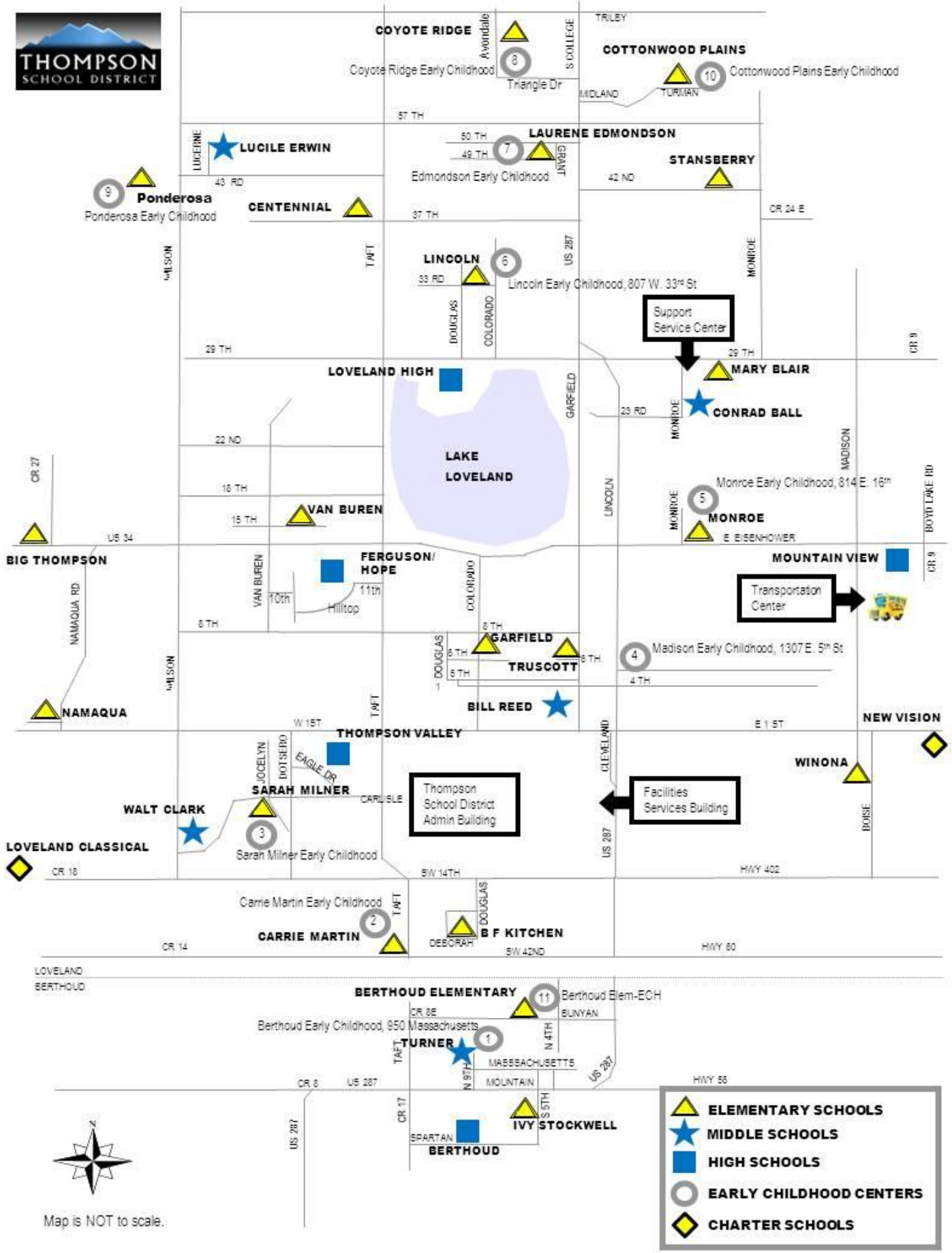
## VOLUNTEER SELF-EVALUATION

### Do I:

- Plan for the activity to which I have been assigned?
- Make myself helpful by offering assistance to the teacher?
- Have a plan for getting children into groups?
- Observe closely so as to know the students' likes, dislikes, preferences, aversions, etc.?
- Find opportunities for giving students choices or do I tell them what to do?
- Observe the techniques used by the teacher, and follow them when working with students?
- Emphasize the times when students behave well and minimize the times when they don't?
- Really listen to what students have to say?
- Accept criticisms and suggestions without becoming emotionally upset?
- Follow directions of the teacher?
- Try to develop a friendly attitude with all of my co-workers?
- Give adequate notice of absences by reporting them to the office before the day begins?
- Realize that my purpose for being in the classroom is to assist the teacher in order that the students might progress more rapidly?
- Give students time to think and refrain from giving them too much help?
- Refrain from interfering between another teacher and student unless called upon for assistance?
- Avoid criticism of the student, teacher, and the school?
- Follow the district rules regarding confidentiality?
- Evaluate myself at regular intervals?

**Thompson School District**  
**800 South Taft Avenue**  
**Loveland, Colorado 80537**  
**970-613-5000**

Berthoud Elementary	560 Bunyan Avenue, Berthoud	613-7500
B. F. Kitchen Elementary	915 Deborah Drive	613-5500
Big Thompson Elementary	7702 West Highway 34	613-5600
Carrie Martin Elementary	4129 Joni Lane	613-5700
Centennial Elementary	1555 West 37th Street	613-5800
Cottonwood Plains Elementary	525 Turman Drive, Fort Collins	613-5900
Coyote Ridge Elementary	7115 Avondale Road, Fort Collins	679-9400
Garfield Elementary	720 Colorado Avenue	613-6000
Ivy Stockwell Elementary	175 5th Street, Berthoud	613-6100
Laurene Edmondson Elementary	307 West 49th Street	613-6300
Lincoln Elementary	3312 North Douglas Avenue	613-6200
Loveland Classical School	3835 SW 14 <sup>th</sup> Street	670-0527
Mary Blair Elementary	860 East 29th Street	613-6400
Monroe Elementary	1500 Monroe Avenue	613-6500
Namaqua Elementary	209 North County Road 19E	613-6600
New Vision Charter School	2366 E. First Street	593-6827
Ponderosa Elementary School	4550 Florence Drive	679-9500
Sarah Milner Elementary	743 Jocelyn Drive	613-6700
Stansberry Elementary	407 East 42nd Avenue	613-6800
Truscott Elementary	211 West 6th Street	613-6900
Van Buren Elementary	1811 West 15th Street	613-7000
Winona Elementary	300 South Boise Street	613-7100
Early Childhood (Office)	800 S. Taft Ave.	613-5031
Bill Reed Middle School	370 West 4th Street	613-7200
Conrad Ball Middle School	2660 Monroe Avenue	613-7300
Lucile Erwin Middle School	4700 Lucerne Avenue	613-7600
Turner Middle School	950 Massachusetts, Berthoud	613-7400
Walt Clark Middle School	2605 Carlisle Drive	613-5400
Berthoud High School	850 Spartan Avenue, Berthoud	613-7700
Harold Ferguson High School	804 East Eisenhower	613-5300
Loveland High School	920 West 29th Street	613-5200
Mountain View High School	3500 Mountain Lion Drive	613-7800
Thompson Valley High School	1669 Eagle Drive	613-7900



Map is NOT to scale.