

SCHOOL VOCABULARY

adult school	volunteer
college/university	aide
elementary school	auditorium
graduate school	cafeteria
high school	classroom
middle school/junior high school	clerk
parochial school	counselor
preschool	faculty
private school	gym
public school	library
vocational/trade school	lockers
chaperone	main office
field trip	media center
fundraising	principal
mentor	principal's office
PTA: Parent Teacher Association	rest rooms
room parent	secretary
SAC: School Advisory Council	staff
tutor	teacher

Some of this vocabulary can be categorized into two categories: parts of a school and school personnel. List the vocabulary under the correct category.

Parts of a School

School Personnel

EDUCATION LEVELS ORGANIZER

Name: _____

Date: _____

Organize the levels of education from beginning education to a higher level education. Include the approximate age of students at each level. Answer the questions at the bottom of the organizer.

First:
Next:
Next:
Next:
Then:
Finally:

1. Why is it important for children to attend preschool?
2. Why is it crucial for parents to be involved in their children's education?
3. List ways that parents can participate in their child's education?

I CAN VOLUNTEER

Name _____

Date _____

The modal **can** is an auxiliary used to express ability. It is used in front of a base form verb (infinitive form).

Example: I can drive. Indicates ability to drive. It means the same as, I know how to drive.

The subject and the verb can be different, but the modal **can** does not change. The modal stays the same, and the verb stays in base form for a plural or a singular subject.

Subject	(modal) can	Base form verb	complement
Henry	can	speak	Russian.
They	can	make	puppets.
We	can	read	stories.

Complete the sentences with skills you have and are able to share:

I can _____

I can _____

I can _____

I can _____

I can _____

I can _____

I want to volunteer at a school. I can _____. I can _____.
I can share these skills with students.

SCHOOL PROFILE

Name: _____

Date: _____

Use the school web site to research information on the school you chose. You might not find an answer to all of the questions.

School name: _____

Principal's name: _____

School address: _____

What school district is this school in? _____

School phone number: _____

School fax number: _____

List the special programs this school has:

Does this school have Extended Day? _____

Does this school have any clubs? _____

What is the school mascot? _____

What are the school colors? _____

SCHOOL PERSONNEL DIALOGUE

- School office: Hello. Can I help you?
- Volunteer: I would like some information about volunteering at this school.
- School office: That's great! We always need volunteers. What kind of volunteer work could you do?
- Volunteer: Well, I can play the piano. I can speak French, and in my native country I was a Kindergarten teacher.
- School office: Oh, that's wonderful! Let me give you an application.
- Volunteer: Thank you. Do I fill it out in pen or pencil.
- School office: Please fill it out in pen, and make sure you fill out and answer all of the items.
- Volunteer: Could I fill it out at home and bring it back to you tomorrow?
- School office: Yes, of course. Thank you for coming in.
- Volunteer: Thank you for your help. Good-bye.

VOLUNTEER APPLICATION

Name: (Last, First and Middle)	
Address:	
Home phone:	Email address:
DOB (mm/dd/yy)	S.S.#:
Race:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Education degrees received:	
Foreign language spoken:	
Type of volunteer work preferred: <input type="checkbox"/> Art <input type="checkbox"/> Classroom assistant <input type="checkbox"/> Computers <input type="checkbox"/> ESOL <input type="checkbox"/> Extended Day <input type="checkbox"/> Field Trip Chaperone <input type="checkbox"/> Foreign Language <input type="checkbox"/> Math <input type="checkbox"/> Media Center <input type="checkbox"/> Mentor <input type="checkbox"/> Music <input type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Tutor <input type="checkbox"/> Typing <input type="checkbox"/> Other:	
Have you been a volunteer in the past? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, where?	
Do you have any children enrolled in our school?	
Is there a particular teacher you would like to assist?	
Safety Information: For the safety of our students, to become a volunteer at our school, a criminal history check may be conducted. Please answer all questions below.	
Have you ever been convicted of a felony offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been arrested within the past two years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently on probation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been imprisoned or jailed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any charges currently pending against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant's Signature _____ Date _____

Thank you for your interest in becoming a volunteer at our school. We will process your application and contact you at the number you provided.

Community Extension Assignment

A. Speaking

1. Visit the school you filled out the school profile on.
2. Request information about volunteering.
3. Obtain an application for volunteering.
4. Ask any of the questions that were left unanswered from your school profile sheet.

B. Writing: Answer the following questions in complete sentences.

1. How did I feel walking in to the school?
2. Was I able to get the information I wanted?
3. Were the office personnel able to understand me?
4. Now that I have visited this school, will I follow through and volunteer there? Why/why not?
5. How did I feel after visiting the school?
6. What did I think about the people/person I spoke with?
7. What did I think of the school?

C. Presentation

1. Bring the application you obtained at the school.
2. Bring this finished writing assignment.
3. Be prepared to describe your experience and the school in the next class.
4. Be proud of your effort with this assignment, and with improving your English skills.