

# *Kingston Hill Academy*

## *School Volunteer Guidelines*

We would like to extend our thanks to all our volunteers. We value the help we receive from parents/volunteers enormously and realize that we would be unable to provide such quality experiences for the children without your time and expertise. We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. The guidelines below state our school's expectations, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security. KHA expects volunteers to act honestly and openly in their duties and exercise care and diligence in expressing their views about school matters, student, or staff.

### **Building Guidelines**

- All volunteers must complete a state background check before volunteering
- All volunteers must attend a volunteer training at KHA and sign the volunteer code of conduct before volunteering
- All volunteers must sign in and sign out at the school office using the volunteer sign in/out book
- Schedule the visit to the classroom ahead of time with the teacher
- Volunteers must wear a volunteer badge while in the building
- Report directly to the classroom where volunteering
- Non KHA children are not allowed to accompany classroom volunteers
- Smoking or using any kind of tobacco product is prohibited on all KHA property including athletic fields and vehicles
- Any volunteer who is injured at school should report to the office staff and administrators immediately

- Only emergency telephone calls should be made. Personal calls while volunteering are discouraged. Cell phones should be turned off or on vibrate when volunteering

### Types of Work

Volunteers can work in a variety of places - the classroom, nurse's office, library, or the main office. Some activities are listed below.

- arranging bulletin board displays
- binding books
- collating and stapling papers
- cutting paper for art projects
- chaperoning on field trips
- helping with plays and programs
- helping pupils catch up on work
- helping in the office
- helping with special KHA events
- assisting with art projects
- working with a small group of students
- sharing your special talent or interest

*KHA views a successful volunteer as someone who:*

- has an interest in young people
- believes in each child's ability to learn and grow
- accepts children of all ages, abilities, backgrounds and personalities
- recognizes that well-educated children are our greatest natural resource
- is committed, dependable, and flexible
- understands and appreciates the work of the school, staff, and the volunteer program
- can adjust to the teacher's way of doing things
- is friendly, enthusiastic, and positive

### **Professionalism**

Just as you are asked to respect the *confidentiality* of our students' progress, you are also asked to be respectful of the teachers. Please do not publicly question or criticize the teacher or the instructions used. If you have questions about methods or programs, privately ask the teacher about them. Do not speculate with friends or appear doubtful about the teacher's judgment. Find or schedule a time to approach the teacher directly, most questions will be answered satisfactorily. Usually the explanation will give you the necessary background for understanding and help you gain confidence in the program. If, after talking to a teacher, you still have unanswered questions or reservations about a particular method or school policy, please contact administration. This effort to maintain open and honest communication will build trust and rapport between you and KHA staff.

## Confidentiality

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and their families should be considered privileged information. Trust must be established and maintained in order for this volunteer program to be successful.

Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Respects the confidentiality of his or her relationship to the school
- Is careful to ensure that a child's work and behavior in school are held in confidence
- It is very important that you keep information about children confidential. It is important that you not discuss children or their progress with others - *even their parents*. Do not make reference to children's abilities in front of other children. The only person who should be told about a child's work is the teacher or teacher assistant.
- If parents ask about a child's progress, suggest in a friendly manner that they contact the teacher. Most parents will appreciate your position and are usually just expressing an interest in your work.
- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or teacher assistant.

### *Most importantly*

- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school to administration

## Discipline

Discipline of students is solely the responsibility of the teacher in charge.

***Volunteers should in no way discipline students.*** If you are facilitating a group, using key control words (i.e. please sit down, please stop taking some else's paper) can be the first step before notifying the teacher. If students continue to misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or Director.

### *Volunteering Tips*

- Be a good role model.
- Emphasize what the student does well versus talking about his or her weaknesses.
- Encourage students who struggle academically and give them hints, but don't give them the answer.
- Don't compare one student to another.
- Be careful not to favor one or two students more than others.
- If a student is difficult to work with, ask the teacher or teacher assistant for assistance. They are responsible for disciplining students.
- If you are not certain about an answer or method of instruction, check with the teacher. You are not expected to know all the answers.
- Relax and enjoy the students.
- Do not visit other classrooms where you may know or are related to other students
- Do not interrupt other classrooms while around the building
- Seek clarification of unusual situations that occur while your are around the building

## KHA Staff

As a school we understand that it is a partnership to create a positive volunteer experience. In order to create that positive successful experience we pledge to:

- Train parents in the skills needed to carry out the task
- Explain the tasks carefully
- Share the school/classroom student behavior codes with you
- Ensure that children learning with you are respectful
- Treat you with respect and care
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality
- Never be expected to deal with difficult or challenging behavior
- Never ask you to carry out a task without explaining it first

I, \_\_\_\_\_, have read and understand the  
Kingston Hill Academy volunteer guidelines. I also understand that if I do not follow  
these guidelines, I may be asked not to volunteer at Kingston Hill Academy.

Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

*2015-2016 School Year*      Date: \_\_\_\_\_