



NEW LEAF PREP ACADEMY

*Volunteer Handbook*

# WELCOME

Welcome and thank you for being a part of the New Leaf Prep Academy (NLPA) Volunteer Team. Your participation is an invaluable asset to the success of our students' educational experience. As a volunteer you provide additional educational insight and opportunities for students, and support to teachers and administrators.

This handbook will give parents/guardians valuable tips and guidelines when volunteering.

At NLPA we believe schools today cannot work alone to meet the increasing needs of students academic and emotional success. The NLPA community must assume a shared approach to the educational journey in which parents/guardians, citizens, government, business, and community groups work together in tandem to educate, nurture, and inspire our students.

Involving parents/guardians in supporting their students' education at home is just the beginning. The extent of parent/guardian involvement in a student's education is more important to student success than family income or educational background. The NLPA approach is to give parents/guardians several opportunities for increased engagement within the NLPA community and education setting.

**The presence of another caring and interested person in the classroom and offsite can make a real and lasting impact.**

You are an invaluable component of the NLPA Education Team. You are essential to bringing the outside world to the school. Students need contact with individuals who can share life experiences and bring other unique perspectives into the classroom. Students need volunteers who can gently guide them through the learning process.

As a volunteer working with students, just think how exciting it will be to know that you are making a lifelong impact in a child's life. We know the experience will be an enjoyable one.

For additional informational about volunteer opportunities please contact the school office. When finished reviewing this handbook please sign last page and return it to the office.

## TABLE OF CONTENTS

Welcome.....	Page 2
Volunteer Requirements & General Information.....	Page 3
The Do's and Don'ts of a Volunteer .....	Page 4
Sign-In .....	Page 5
Classroom Volunteer First-Day Checklist .....	Page 5
Guidelines .....	Page 5
• Safe Interaction with Students	
• Field Trips and Off-Campus Activities	
• Extracurricular and Enrichment Activities	
Supervision .....	Page 6
Discipline .....	Page 6
Reporting of Abuse .....	Page 6
Dependability .....	Page 6
Personal Doctrines .....	Page 6
Cultural Diversity .....	Page 6
Dress and Behavior .....	Page 7
Restrooms .....	Page 7
Displays of Encouragement .....	Page 7
Emergencies .....	Page 7
Contacting Students .....	Page 7
Gift Giving .....	Page 7
Dismissals .....	Page 7
Medications .....	Page 7
Infection Control .....	Page 8
Photographs .....	Page 8
Code of Ethics for Volunteers .....	Page 8
School Volunteer Tips .....	Page 8

## I. VOLUNTEERS

### Requirements:

- Background Check Required
- ID Required The Day of Volunteering to Check-In

### Volunteers Can Be:

- Parents/Guardians
- Grandparents
- College Students
- High School Students
- Community Members
- Retirees

### Areas to Volunteer:

- Classroom/ Studio
- Field Trip
- Library
- Office
- Activities Office
- Sporting Events

### What a Volunteer Does:

What a Volunteer Does	What a Volunteer Does NOT Do
Praises and encourages	Berates or belittles
Tells the child good things about their actions (not characteristics)	Acts in a cold or indifferent manner
Tries to understand how the child feels	Criticizes the teacher
Commits to regular attendance	Falls to call and let school know he or she is going to be absent

## SIGN-IN

Sign in, demonstrate proof of identity, and announce the nature and purpose of the visit. After proving identity to the satisfaction of school staff, visitors shall wear a badge while on the school grounds or in the school buildings identifying them as an authorized visitor to the school. This requirement applies between 7:45 am and 3:45 pm. After concluding the visit, school visitors are expected to report to the school office, record the time of their departure and return their visitor pass to the office.

For your safety and the safety of our students, it is important that we know who is on campus at all times.

## CLASSROOM/ STUDIO VOLUNTEER FIRST-DAY CHECKLIST

Ask where you should store your personal items and where your workstation is located. Learn how the teacher will communicate with you during the volunteer assignment. Ask about classroom standards and your role in enforcing them.

- Ask for ways on developing rapport with the students.
- Try to learn names of students.
- Assist pupils when possible.
- Be punctual.
- Call the office if you need to be absent. Be patient when dealing with students. Student efforts should be acknowledged and praised.

## Safe Interaction With Students:

All interaction with NLPA staff and volunteers should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved and must be followed by volunteers.

- Avoid being alone with students. If alone with a student be visible and in an open location.
- Treat all students in the same manner.
- Maintain appropriate boundaries between volunteer and student(s).
- If you sense that a student may be developing a personal/inappropriate interest in you, see the teacher immediately.
- Giving gifts to student(s) is prohibited.
- Phrasing should always speak about students actions not them. For example:
  - ~~“Lucie you are great”~~ Lucie you did a great job”

## Physical Contact With Students:

No physical contact with students is allowed unless for Health or Safety reasons.

## Do Not:

- Take students on private outings.
- Initiate social activities with students.
- Transport students alone.
- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendo that are sexual in nature or could be construed as sexual.

- Make jokes that belittle or diminish another person.
- Share personal religious or political beliefs.
- Give students compliments that focus on physical attributes.
- Initiate conversations or correspondence of a private and personal nature with students.
- Provide your contact information to any student or ask for the phone number of any student.

## VI. SUPERVISION

School volunteers always work under the direct supervision of school or district professional staff. Volunteers are never to be alone with a student.

## VII. DISCIPLINE

Students rarely misbehave while working with volunteers. However, our schools has a detailed plans to address behavior concerns. The responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher/ staff aware of any discipline issues that arise while you are working with a student or on campus.

## VIII. REPORTING OF ABUSE

If a child confides in you with information of a personal nature that may be construed as possible abuse, you are obligated to report this information to the staff member that you are volunteering with and the Head of School. They are prepared to follow-up with the appropriate referral or reporting agency (See Appendix).

## IX. DEPENDABILITY

Volunteers should always be prompt and reliable. If you cannot make your scheduled time please notify the staff as soon as possible. If you are going on vacation, advance notice is always helpful to staff. The work you do is important. Staff and students look forward to and depend on your volunteer assistance.

## X. PERSONAL DOCTRINES

The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student. It is the responsibility of every volunteer, staff member and administrator to report to the District within 24 hours any misconduct on their part that would jeopardize their volunteer status.

## XI. CULTURAL DIVERSITY

It is important that we respect the cultural differences and ethnic diversity among students, staff, and families as a valuable component of every student's educational experiences.

## **XII. DRESS AND BEHAVIOR**

Please dress appropriately for the volunteer assignment you are performing. Casual clothing is fine, but we ask that your attire be conservative. Your attire should not reflect clothing suited for the weekend or the beach. Keep in mind that you are in a role model position to set an example for students. Additionally, your speech and behavior should serve as a good role model for students to follow.

## **XIII. RESTROOMS**

Staff restrooms are available for volunteers. Do not use student restrooms or accompany students into the student restrooms. Our staff bathroom for volunteers to use is located down stairs.

## **XIV. DISPLAYS OF ENCOURAGEMENT**

It is best to reserve any show of support and encouragement to verbal phrases, handshakes or high-fives .

## **XV. EMERGENCIES**

Check with your supervising teacher or office staff for emergency plan procedures in the studio that you are currently volunteering. Please report any accidents or unusual incidents to the teacher immediately.

## **XVI. CONTACTING STUDENTS**

In your role as a school volunteer, you will meet many wonderful students. Your work with students will be fun and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to a volunteer's home. Your volunteer assignment whether at school or off campus is under District supervision and should be kept on a professional level.

## **XVII. GIFT GIVING**

Gift giving prohibited.

## **XVIII. DISMISSALS**

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.

## **XIX. MEDICATIONS**

Medical treatment for any student is the responsibility of the school nurse or other designated personnel. Volunteers may not administer medication to a child. If a student becomes ill, follow the school's procedures in regards to notifying the teacher and taking the child to the office.

## XX. INFECTION CONTROL

Please remember that hand washing is the most important way to prevent the spread of infection. During the course of your volunteer assignment, do not expose yourself to blood or other human body fluids. If a student has a medical emergency, call the teacher. In the case of a bloody nose, direct the student to hold and cover his own nose with a tissue. While staff that is trained to deal with these situations is notified.

## XXI. PHOTOGRAPHS

Volunteers are not allowed to take pictures or videos of the students. The School District is accountable to assure the proper parental permission is on file.

## XXII. CODE OF ETHICS FOR VOLUNTEERS

1. Classroom and student work is always confidential. Please don't discuss student problems, educational progress, or behaviors with anyone except the teacher.
2. Try not to compare children within the classroom.
3. Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything.
4. Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.

## XXIII. SCHOOL VOLUNTEER TIPS

REMEMBER TO BE:

- **HONEST** in your approach and attitude which will aid in developing trust.
- **PATIENT** when working with students because when they are having difficulty with a subject, they do not need additional pressure.
- **FLEXIBLE** in responding to the needs of students.
- **FRIENDLY** because with a smile and a thank you, you can accomplish miracles.
- **RESPECTFUL** by treating individuals in the same manner you wish to be treated.
- **CONFIDENTIAL** because it is very important that what is observed in the classroom remains confidential, and student performance or behavior is not to be discussed with other parents.

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Volunteer Name

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Date

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Volunteer Signature