



PATH CHRISTIAN Academy

"Put on the full armor of God, so that...you may be able to stand your ground..." Ephesians 6:10-18

Volunteer Guidelines and Expectations

Student Safety First

All volunteers must sign in and out at the main office. As a safety measure, it allows the school to know who is or who has been in the building. Signing in also helps the school to find you if an emergency situation occurs. Lastly, signing "in" and "out" enables the staff to collect and tabulate volunteer hours when necessary.

Also, after you have signed in please make sure you pick up a Visitor Sticker located at the back of the sign in folder. This must be in plain sight during your time on campus.

Volunteers must use office bathrooms only.

Volunteers may never be alone with students that are not their own children. If a teacher asks you to escort a student to the office then make sure that is the only destination. If you are asked to take a child to the bathroom for any reason you must bring them to the office bathroom.

Volunteer Role

A volunteer provides support not only to the students, but also to the teacher, the nature of which is based on the discretion of the teacher for whom you are volunteering. Volunteers must not lend money to students and shall not indulge the children with gifts, food, or presents. Please, no sharing of lunches is allowed.

In the classroom, please allow the teacher to be the lead. Do not jump in and/or contradict the teacher in front of the students. Allow the students to answer the questions on their own. Students may struggle with a question, problem or situation, that is a part of the learning process please do not jump in and answer it for them, let them work it through. If a student needs a little guidance step in to give a hint and then allow them to continue to work the problem on their own.

Some Roles of the Parent in the Classroom

Your major role in the classroom as parents is to support the teacher in serving the students. Some of the ways you may be asked to do this are:

1. To monitor and assist students during teacher-directed, whole class instruction.
2. To monitor and support students during independent work or cooperative learning activities.
3. To provide follow-up instruction after teacher-directed instruction
4. To occasionally provide teacher planned small group instruction to students (for instance lead a reading group, practice a play, cook with a small group, etc.)
5. Preparation of materials and the fulfillment of other clerical tasks.
6. Occasionally you may be asked to monitor a group of students on the playground or teach/play a game with them outside.

Professionalism

Although the job is voluntary, the commitment is professional. Besides maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and procedures. Working with the teaching staff requires flexibility and a willingness to follow directions.

Please be on time!

Volunteers' timeliness affects teachers' ability to execute their daily plan. (Please note: Arrive early for field trips. Note: Siblings of students are not permitted on field trips. As a parent volunteer, please do not bring your other children along who is not a part of the group attending the field trip. Only volunteers, staff, teachers and students of the reserved field trip group who have permission slips on file are permitted to attend).

Dependability

Students, teachers and staff members rely on the services performed by volunteers. If you are unable to volunteer on your scheduled day, please make every effort to find a substitute. If you cannot find a substitute, notify the teacher via email as soon as possible (Note: if you do get someone to fill in for you please email the teacher as well.)

Flexible

Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows her to get more effective teaching time in. Please be open and flexible about whatever the teacher asks you to do.

Confidentiality

Volunteers must protect the teachers' and students' right to privacy. Once a volunteer begins to work in the school setting, s/he becomes privy to knowledge about children's behavior patterns, academic ability, emotional maturity relationships with others, etc. In some cases, information of this nature is imparted so that the volunteer can work more effectively with the child. In other causes, it is simply acquired in the course of frequent contact in the school/classroom.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their public image. One also forms personal opinions about the professional competency of individual teachers and staff. Regardless of how a volunteer comes by this type of information and/or develops personal opinions, it is considered privileged and, must be kept personal and private.

If a child shares anything that is of concern, please immediately take that to the teacher as soon as possible (write a note and/or ask to speak to the teacher a few minutes after class or during a break), never approach the teacher in class in front of the student or other students who have itchy ears.

A volunteer is expected to:

1. Never share opinions about behavior and/or academic program of students.
2. Never share personal information about the student or student's family with other people.
3. Never share specific information with a parent about their child based on your classroom experience, whether positive or negative.

4. Never share knowledge and /opinions about the professional competency of individual teachers and staff in the community.
5. Never make comments harmful to the reputation of any pupil, professional or other volunteer.

If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about the child, the teacher, or the school. If problems develop, the line of communication regarding a situation in the school is always the Biblical approach which is first with the staff member concerned then if necessary, the principal.

Volunteers' are never to be alone with students for any reason. If you find yourself in a situation where you are alone please seek a staff member immediately to come along side of you until the staff member you are working with returns.

Respectful Behavior

Volunteers are expected to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, and all ethnic/racial groups. Volunteers shall not make any comments that can be construed as racist, sexist or bigoted. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations. Volunteers shall avoid promoting any commercial products.

Volunteers are expected to silence their cell phones while on campus and refrain from any personal conversations in the presences of the students or in public areas such as the hallways/front office (where you can be overheard).

Discipline

Allow the teacher to discipline children. If there are incidents of misbehavior, it is the teachers' job to deal with them. As a volunteer, it is helpful to be specific about rules and expectations with the students. Keep limit and boundaries in place. Consistently and calmly work with students taking a neutral stance, restating rules and expectations and offering reasonable choices.

Children

Please do not bring preschoolers or siblings when you volunteer. Exceptions may be made for classroom parties. Check with our teacher.

Safe Touch Areas

The following are acceptable ways to touch a child that is not your own.

1. Shoulders
2. Upper Back
3. Arms and Hands
4. If you hug a student, hug from the side, or bend down so that your shoulders are level with the child's
5. Handshakes, "high fives", and arm around the shoulder are safe, warm and friendly touches.
6. Never touch a child in anger
7. Do not chase or grab children.

In short, use your best judgment at all times. Treat the students as you would wish to be treated....with dignity, care and respect.

Coats/Purses

Don't bring anything of value to school. Coats, purses, umbrellas, etc. may be kept in the classroom where you are working.

Office

The office contains the copy machine, printer and paper supplies. Training will be offered in the use of this equipment. If you need help finding something, please ask someone in the front office. Sometimes there can be a lot of demand for the copy machine. Priority is given first to the teachers. Please make sure that you clean up after yourself when working anywhere on the campus.

Emergency Procedures

If there is a fire or earthquake drill or emergency exercise of any kind, please follow your class and do as the teacher instructs the students.

Field Trips Specifics

Field trips can be especially challenging. Teachers recommend that volunteers:

1. Act as an authority figure.
2. Realize your 1st responsibility is to help. NOT socialize.
3. Impart NO special favors.
4. Abide and enforce the parameters set forth by the teacher.

If you need Help

If you have questions, concerns, or just want to talk about your volunteer assignment, please schedule time with your child's teacher. Class time is not conference time, the teachers attention should be 100% on their students.

Parent Volunteer Agreement

Child's Name (Print)

Parent/Volunteer's Name (Print)

I have read the Volunteer Guidelines and Expectations and I agree to follow the rules and procedures put forth by PATH Christian Academy. I understand that at any time I may be asked to step down from volunteering if I break or abuse my role as a Volunteer as outlined in the Volunteer Guidelines and Expectations.

Volunteer Signature

Date