



Volunteer Handbook

“Let your light shine before men that they may see you good works and glorify your Father who is Heaven.” Matthew 5:16

Dear Volunteer:

We want you to know how much we appreciate the volunteer work you are providing for our students and our school. You are such a blessing! Your contribution of time and energy will further make our school a rich and rewarding place for students. We are ready to provide any assistance possible to make your time spent here more meaningful and valuable. We have included information in this handout we hope will be useful to you.

Volunteers are needed in all areas of the school. We need volunteers for our classrooms, Support Services, Administration offices, Lunchroom, after-school, special events and more! We cannot thank you enough for the service you are doing for our students and the school. If you have any questions at any time, please do not hesitate to ask a member of the staff. You have our deepest gratitude for your services in our school. We are so thankful that you are here.

Blessings!

LCA Staff

Goals of the Volunteer Program

- To enhance the quality of education through the involvement and interaction of all stakeholders including the parents, students, professionals and the public.
- To provide needed services to children by supplementing the work of school personnel, thus allowing for more individualized instruction.
- To broaden the learning opportunities available to each child by utilizing the skills, talents and resources of parents and other community members.
- To encourage a more efficient utilization of teacher time and skills by assisting school personnel.
- To strengthen school community relations through positive participation.

What Volunteers Can Do

Have assignments and activities carefully defined. Examples of suggested duties for volunteers may include: ➤➤ Bulletin boards

- Preparation of materials for art, science, math classes

- Clerical duties including typing, inventories, collating, working on newsletters, assisting in taking lunchroom counts, attendance, and maintaining class records
- Clean-up activities
- Assistance with physical education classes
- Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring assignments, listening to reading progress, and others
- School activities supervision
- Playground supervision with a staff member
- Field trip supervision

What Volunteers Cannot Do

- Diagnose student needs
- Prescribe instructional materials
- Evaluate student programs and achievements
- Have access to student records
- Introduce new instructional materials in the classroom
- Discuss student progress with parents
- Discuss confidential matters regarding individual students
- Place hands on (touching) a student unless it is for the safety of that student or another

General Principles

- The volunteer program is at all times guided by the policies of LCA.
- The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- A background check is required for all volunteers who accompany students
- All volunteers must have completed background checks and volunteer orientation.

- Volunteers serve in an auxiliary capacity under the direction and supervision of professional school personnel.
- A volunteer is not a substitute for a member of the school staff, but one who provides supplemental and supportive services.
- A volunteer does not have access to confidential files and records.
- The relationship between the volunteer and the school staff should be one of mutual respect and confidence.
- A volunteer is dependable.
- A volunteer respects the confidentiality of the student.
- Volunteers are encouraged to maintain their own health or accident insurance.

Members of the School Team

A “Team” is made up of individual members, each knowing his/her areas of responsibility and his/her relationship to the other members of the team.

Administration

- administers and supervises all school activities
- interprets the volunteer program for staff
- decides what needs the volunteer can help with in the building
- promotes staff appreciation of the volunteer program
- orients the volunteer to the school and its regulations
- encourages the participation in volunteer training and workshop sessions

The School Staff Member

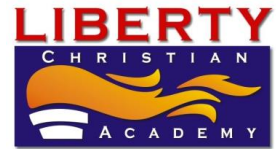
- makes requests for volunteer services to administration
- determines specific duties the volunteer can perform in his/her department or classroom
- is well prepared for volunteers
- gives specific instructions when assigning tasks to volunteers
- meets with volunteers periodically to discuss questions or problems

Suggestions for Classroom Volunteers

- On the first day it is suggested that you visit in the classroom and observe and listen as the teacher works with the students. Observe the students individually and as a group.
- Learn the students' names as soon as you can and be sure they know yours.
- Learn the physical setup of the room, location of supplies, etc.
- Become familiar with the materials used in the classroom, such as textbooks, workbooks, etc.
- Become familiar with terms used in instruction.
- Help keep class interruptions to a minimum. Attention should be focused on the teacher while instruction is taking place. Do not engage in conversation with others who come into the room.
- If appropriate, participate in group activities in the room.
- Do not discuss children's behavior or problems in their presence.
- Leave discipline to the teacher.
- If the teacher assigns you a specific activity, stay with it until completed or until you are asked by him/her to do something else.
- When reporting back to the teacher on an activity, which he/she requested, do so when it is convenient for him/her to meet with you so class is not disturbed.
- If there is a fire drill when you are at school, you need to leave the building along with the students.
- If you have questions concerning your duties, or about any student with whom you are working, feel free to ask the teacher to meet with you. REMEMBER – the teacher will be learning to use your services in the same way you are learning to help him/her.
- “I don't know let's find out,” is the most effective way to respond to a student's request when you do not know what is appropriate. Go together and ask a staff member so you will both learn. Students may look to you as someone who will allow them to “bend the rules.” Please don't.
- Treat students fairly. All students are unique individuals. As an adult we know you will not let your own unconscious biases get in the way of fair treatment. If you are in doubt about a situation, check with the teacher or administrator.
- Always keep a sense of humor. People of all ages can communicate through a smile or a laugh. Laughter helps us relax and enables us to learn.

*As each has received a gift, use it to serve one another, as good stewards of God's varied grace
~ 1 Peter 4:10*

Liberty Christian Academy Volunteer Application



Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings
 Weekday afternoons

Interests

Tell us in which areas you are interested in volunteering

- Coaching
 Lunch (pick-up, pass out, clean up)
 Chapel
 Student Drop Off and/or Pick-Up
 Elective Instruction
 Fundraising
 Janitorial Duties
 Security Volunteer coordination

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Acknowledgment of Policies and Handbook

I hereby verify that I have read and understand the policies and guidelines established by LCA outlined in the Volunteer Handbook. I agree to comply with the policies and procedures of LCA. As a condition of being permitted to volunteer at LCA, I freely accept and voluntarily assume the risks of personal injury or property damages that may result from my volunteer activities. I hereby waive any and all claims arising out of any such injury or damage.

Date ____/____/____ Signature: _____



Student Privacy and Volunteer Confidentiality

Students, families and employees at Liberty Christian Academy have the right to expect that information about them will be kept confidential by all volunteers. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the administrators LCA. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, Head of School, or other administrators you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.

- You may use confidential student information only for the purpose authorized by the administration. You may not use confidential information for any unauthorized purpose even if you believe doing so is in the best interest of the student.

- You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which a student's health or safety is in immediate risk and in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the administration.

- Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such questions to administration. You may not share information about a student even with members of your own family or the student's family.

- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law! *"Whoever goes about slandering reveals secrets, but he who is trustworthy in spirit keeps a thing covered."* ~ *Proverbs 11:13*

Agreement

I, (print name) _____, as a volunteer for Liberty Christian Academy acknowledge that I have read and understand the above privacy and confidentiality requirements. I agree never to disclose information about a student, family member, or staff member to anyone other than an authorized school department employee. I will refer all requests for such information from those not directly involved in the student's education to school administration. I will use confidential student information only for the purpose authorized by administration.

Volunteer Signature: _____ **Date:** _____

Head of School Signature: _____ **Date:** _____