

HOPE Via Volunteer Policy

HOPE Christian School: Via encourages parents and other community members to volunteer their time, knowledge and abilities for the benefit of students in our schools. Authorized volunteers enrich the school's educational programs and extracurricular activities, and strengthen our schools' relationships with families, businesses, public agencies and private institutions. The presence of authorized volunteers in the classroom, on school grounds, and at school activities also enhances the supervision of students and contributes to school safety.

For purposes of this policy, a "volunteer" is an individual who provides a service without compensation for the benefit of HOPE Via school, staff, or students, subject to the direction and control of the school's principal or designees, and whose volunteer service could involve contact with students outside the physical presence of a HOPE Via employee, even if such contact may occur incidentally by chance and for only a brief period of time.

For the purpose of this policy, parents involved strictly in the day-to-day education of their own children are not considered volunteers.

In order to help ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a volunteer (including parents/guardians) must first be registered by the school. The volunteer registration process shall be conducted in accordance with the following procedures:

1. Individuals who wish to serve as volunteers must first complete a volunteer application and agreement (this document) and submitted to the HOPE Via Leadership Team. Volunteer application and agreement forms are also available on the HOPE Via website.
2. A background check shall be conducted by the school, at its expense, as part of the volunteer application review process. This background check requirement is not meant to discourage or offend prospective volunteers, but rather to help ensure the safety and welfare of the students.
3. All information provided in the volunteer application and agreement, and all information received by the school through the volunteer background check and/or other sources, shall be considered and maintained as confidential personnel file information and not subject to disclosure except on a "need to know" basis as authorized by law.
4. An individual's volunteer service may be denied if HOPE Christian School: Via determines that such volunteer service would be incompatible with the protection of student health, welfare, safety or morals, based on information provided in the volunteer application and agreement, information discovered through a background check, or information discovered by other means. Possible reasons for denial or dismissal include but are not limited to:

- a. Felony conviction
 - b. Two or more DUI convictions
 - c. Any domestic violence convictions
 - d. Any child abuse/reckless endangerment convictions
 - e. Any outstanding warrants
 - f. Any current charges where the court date is outstanding (pre-conviction)
 - g. Any conviction involving the illegal sale of a controlled substance
 - h. Any conviction involving unlawful sexual behavior or unlawful behavior involving a child
 - i. Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety or morals
5. Denials or dismissals may be appealed to the principal of HOPE Via. An individual's conviction of a felony or misdemeanor will not automatically result in denial of volunteer service; each situation will be considered individually. (As used in this policy, "convicted" means a conviction by a jury or by a court and shall also include the forfeiture of any bail, bond, or any other security deposited to secure appearance by a person charged with a felony or misdemeanor; the payment of a fine; a plea of no contest; or the imposition of a deferred or suspended sentence by the court.)
6. Registered volunteers shall be issued an identification badge (provided upon signing in at the front office), which must be worn at all times the individual is providing volunteer services.
7. Registered volunteers are subject to follow-up background checks any time the HOPE Via receives information indicating that it would be prudent to conduct such a background check in the interest of protecting student health, welfare, safety or morals. Registered volunteers are also subject to one random follow-up background check during each three-year period they remain a registered volunteer.

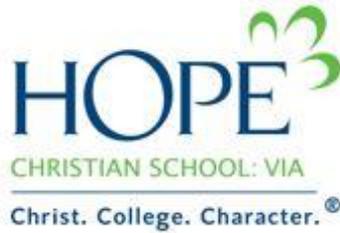
The principal or principal's designees shall identify appropriate services for volunteers serving each school, and shall train volunteers as necessary to perform such services. To the extent necessary to perform services assigned by the principal or designee, volunteers may be authorized to use HOPE Via computers and receive Internet access. A volunteer's use of school computers and Internet shall be subject to the terms and conditions of the HOPE Via Technology Policy.

The use of volunteers at any school or school activity shall not conflict with or replace any regularly authorized personnel staffing allotment.

Volunteers shall comply with all applicable school policies and regulations, as well as with all applicable school rules.

Volunteer service may be granted, denied or revoked at any time at the school's discretion.

The managing director or his/her designee shall establish regulation or administrative guidelines to assist school personnel in the uniform and consistent implementation of this policy.



HOPE Via Volunteer Handbook

Goal: The ultimate goal is for volunteers to become positive role models to the classroom, assist the teacher in classroom tasks, and help scholars who may need extra help and encouragement throughout the day. A volunteer's responsibility is to work with the teachers/staff at HOPE Via, not the scholars (unless otherwise indicated.)

Note from the Dean:

Welcome to HOPE Via!

Children need positive, caring adults in their lives; adults who model a Christian character and have the ability to interact with them in healthy ways. Some children come from homes where they experience that positive interaction with adults, but many don't. You have the opportunity to be one of those positive, caring adults! As a classroom volunteer you will have the perfect opportunity to make an impact on 20 to 30 scholars through your presence in the classroom. Even though a volunteer may not have much one-on-one time with each child, there is great opportunity to make a difference in the attitudes and character of the children and assist the teacher. Research indicates that volunteers in the classroom enhance scholar self-esteem, increase academic achievement, and improve scholar behavior and attendance. We truly appreciate your willingness to volunteer as a member of our Team and Family! Your partnership means everything to us.

Best,

Katie Lambert, Dean of Scholars

A Successful Volunteer:

- loves all children and believes in their ability to learn and grow
- accepts children of all ages, abilities, personalities and backgrounds
- is committed, dependable and flexible
- believes that investing in children is one of the most valuable investments we can make!



HOPE Via Volunteer Guidelines and Expectations

Sign In & Sign Out

- All volunteers must sign in and out at the main office and present a photo ID. As a safety measure, it allows the school to know who is and who has been in the building. Signing in also helps the school to find you if there is an emergency. Lastly, signing “in” and “out” enables us to collect and tabulate volunteer hours throughout the school year.
- When signing in, please wear your volunteer badge or a visitor’s tag at all times, each and every time you visit. This will help everyone, including scholars, to get to know you more quickly and allows the school to know why you are there and ensures the safety of our children.

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 practices. 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. Siblings of scholars are not permitted on field trips. As a parent volunteer, please do not bring your other children along who are not part of the group attending the field trip. Only volunteers, staff, teachers, and scholars in the field trip group who have permission slips on file are permitted to attend.

Dress Code

- Outside of discretion and good judgement, volunteers do not have a specific dress code. Many volunteers come in business casual attire, but it is not required. Please ensure that any shirts, skirts, pants, or shorts are of an appropriate length (not revealing) and do not display any inappropriate content. You may want to familiarize yourself with the scholar dress code so you know what is required of our scholars and use that as a reference.

Confidentiality

- Volunteers must protect the teachers’ and scholars’ right to privacy without exception. Once a volunteer begins to work in a 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 cases, it is simply acquired in the course of frequent contact in the school.
- 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.

A Volunteer Is Expected To:

1. Never share opinions about behavior and/or academic program of scholars.
2. Never share personal information about the scholar or scholar’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/or opinions about the professional competency of individual teachers and staff in the community or with anyone who has no legitimate need to know.
5. Never make comments harmful to the reputation of any pupil, professional or other volunteer.
6. Never raise voice or yell at any staff or scholar in the building.
7. Never use any profanity or racial slurs of any kind in the building.

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 and religious groups. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations. Volunteers will never use any profanity or insults towards any person on or off our campus.

Discipline

- Only the teachers/staff will discipline children. If there are incidents of misbehavior, it is the teacher's job to deal with them. As a volunteer, it is essential to be clear about rules and expectations with scholars. Keep limits and boundaries in place. Consistently and calmly work with scholars taking a neutral stance, restating rules and expectations and relying on the teacher to redirect scholar behavior.

Children

- Please do not bring preschoolers or siblings when you volunteer.

Telephone/Cellular Phones

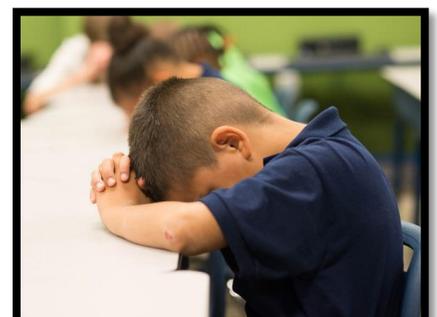
- There are phones in the office for emergency and school-related calls. You may ask your teacher if you can use her/his phone when necessary. Please turn off cell phones or place on silent mode.

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 scholars.

If You Need Help

- If you have questions, concerns, or just want to talk about your volunteer assignment, please talk with your child's teacher or the staff member you are working with.



Things You May Be Asked to Do in the Classroom

- help scholars with sight words or practice math facts
- read with a scholar or listen to a scholar read to you (reading fluency)
- help teachers organize or prepare materials
- circulate through the classroom and assist while scholars are working
- help with special projects
- assist with distribution and cleanup of meals
- sharpen pencils, prepare materials for projects and activities

Helpful Information

Communicate with the Teacher

. . find out the following:

- Ways you can assist in the classroom and help the scholars
- The best way for you to communicate with each other
- Classroom standards and expectations
- What to do if there is a sub, ie: projects you can work on, or ways you can help

Develop a Relationship with our Scholars

- Let the children know you are there to help them
- Learn their names as quickly as possible
- Be patient and encouraging
- Smile!



HOPE Via Volunteer Acknowledgement Form

Name (Printed): _____

Date: _____

- I hereby declare that I am at least 18 years of age.
- I acknowledge that I have not been convicted of a felony.
- I understand that I am subject to a background check.
- I acknowledge that I have chosen to freely donate my time to assist HOPE Christian School: Via for charitable purposes.
- I acknowledge and understand that this position is completely voluntary, and that I am not an employee (as such term is defined by the Fair Labor Standards Act) of the school and will not receive any pay or compensation or benefits of any kind, including but not limited to medical insurance and workers' compensation, for my services.
- I understand that this volunteer relationship may be terminated at any time by either me or the school.
- I agree not to use or possess any illegal drugs, alcohol, firearms, or vulgar language while performing volunteer services with HOPE Christian School: Via.
- I agree to respect the confidentiality of any and all information I receive as part of my volunteer services at HOPE Via, and I shall not disclose such confidential information to anyone without the express written consent of the school Principal.
- In consideration of the school's permission to participate and engage in all activities related to the performance of my volunteer activities, I hereby voluntarily assume all risks associated with these activities and agree to waive, release, exonerate, save harmless, and indemnify the school, its board of directors, leadership team, teachers, and all other employees from any and all liability, claims, causes of actions or demands of any kind and nature whatsoever which may arise by or in connection with my participation in the volunteer activities.
- I consent to the use of photographs, video images or audio recordings or my image, voice or likeness in any news articles, publications, press releases or any other lawful use in connection with the school's non-profit activities, and I agree that I shall receive no compensation in connection with the use of my image, voice or likeness as a result of any such use or publication.
- I agree to abide by all expectations laid out in the HOPE Via Volunteer Policy and Handbook

Volunteer Signature: _____

Date: _____

Scholar Name: _____

Approved By: _____