

Walden Academy
Volunteer Handbook
2013-2014

Volunteer Expectations and Requirements

Volunteer Requirements

Volunteer: vol-un-teer/ (noun) a person who freely offers to take part in an enterprise or undertake a task.
(verb) Freely offer to do something.

Our children's safety is our priority. In order to keep your child protected all volunteers are required to complete a fingerprint screening (aka Live Scan) and be screened for TB. If a volunteer will be driving students for activities, they will need to fill out the school's driver's form.

Additionally each volunteer needs to execute a Volunteer Agreement, included in this handbook, and Confidentiality Agreement.

All forms and items related to volunteering should be turned into the school office.

Live Scan

This can be done by calling the Glenn County Office of Education or Sheriff's Department and scheduling an appointment. There is a fee to do this, which is the responsibility of the volunteer. If financial assistance is needed, please contact the School Director.

TB Test

TB tests are administered by the Glenn County Health Department for a minimal fee. This fee is the responsibility of the volunteer. If financial assistance is needed, please contact the School Director.

Drivers

Form can be obtained at the office. Turn in form to the office and submit a copy of driver's license, driving record, vehicle registration and proof of auto liability insurance, including coverage amounts.

Volunteer Requirement:

Each family is to volunteer 40 hours per year for one child, plus 20 hours per each additional child with a maximum of 80 hours per family.

If someone other than the parents will be volunteering on behalf of the child, they need to meet the requirements identified above. In addition, the parents must designate them under the 'Other people that may volunteer for your family' section on the Volunteer Questionnaire.

Optional Contribution:

Monetary participation can be made in lieu of 50% of a family's obligation. The contribution rate is \$10.00 per hour. Donations of materials can similarly count toward the family hours at the rate of one hour equals \$10.00 of value.

Arrangements for optional contributions need to be at the beginning of each trimester of the school year to allow for the scheduling of in-class assistance. Arrangements can be made through the Walden Academy administration.

Families may contribute materials or equipment specifically requested by Walden staff or the Board of Directors in lieu of participation hours at the rate of \$10.00 spent per hour of credit. Used materials should be valued according to the IRS tax regulations for donations to non-profit organizations (the value agreed upon by a willing seller and a willing buyer).

Exception Procedures:

As with any endeavor there need to be exceptions made for families who cannot fulfill their commitment due to special circumstances. Exceptions can be requested by families for any period of time deemed necessary (i.e. one month, one quarter, full school year). Exceptions can be made for a partial or full commitment (i.e. 10 hours, 50% of hours, etc.). The following procedure is designed to assist parents during temporary periods of hardship. This exception procedure is not designed to relieve families of their obligations because of permanent or pre-existing circumstances.

Exception forms can be obtained from the Walden Academy administration. Completed forms should be returned as soon as possible. All records are kept confidential. However, the administration, Volunteer Coordinator, and the Volunteer Hours Data Processor will be made aware of approved exception requests.

All exception requests are reviewed blindly by an Exception Review Team, designated by the School Director. The Exception Review Team is composed of one staff member, one community member, and one parent from the Parent Participation Committee. The committee will meet as needed to review Exception Requests. Cases are judged on an individual basis.

After considering the exception request the Exception Review Team can agree to grant the full request, grant a partial request, allow additional buy-out of hours, or deny the request. If the result of the exception process by the review team is unsatisfactory to the family making the application, an additional request can be brought to the Board of Directors for review.

Non-participation

Parent participation is imperative to the existence of Walden Academy. Cooperation and commitment by Walden families ensures that there is adequate classroom assistance for the students and educators, that the implementation and execution of all curriculum and site plans is adequately covered through committee staffing and that there is a safe, nurturing, consistent educational experience for all students.

Walden Academy offers assistance in organizing and scheduling participation, an optional contribution plan, and in the rare cases that participation is a hardship, an exception policy. However, it is families' responsibility to be aware of the progress they are making with their commitment. Families' hours will be reviewed. When a family is 25% or more behind in their hours, the family will be contacted to see if they need assistance in finding ways to do their hours. If the family continues to be in arrears, they will receive a written notice. If by the end of the school year, the family is not current with their hours, the family will be offered additional opportunities during the summer to complete their hours.

Volunteer Opportunities

There are many volunteer opportunities available to parents, grandparents, family members, or friends of the family at Walden Academy. Volunteers help support the students, teachers, and the school, as well as keeping each family connected to their children and Walden Academy. Not all parents can be classroom helpers due to work or other commitments. However, there are many opportunities after hours that Walden Academy offers. Below is a list of job opportunities available.

Job Opportunities:

- Classroom help
- Lunch duty
- Recess duty
- Morning duty for drop off
- Afternoon duty for pick up
- Morning/afternoon playground set up and take down
- Library help
 - Organization
 - Cataloging
 - Helping children
- Correct papers for teachers
- Prep for teachers
- Attend monthly workdays
- Drive/chaperone field trips
- Help with extracurricular events
 - Music
 - Art
 - Sports
- Join a committee
- Attend board meetings
- Attend PTO meetings
- Baby-sit for board members during meetings
- Coordinate/help Box Tops program
- Coordinate/help Sunny-D program
- Coordinate/help Caprisun program
- Subject mentor-have knowledge in subject (grade specific) and curriculum to help parents
- Homework mentor-have knowledge of homework for a grade level to assist parents
- Organize/work a fundraiser
- Help with music or art performances
- Bulletin boards
- General maintenance-janitor/custodian
- Help monitor volunteer hours
- Attend parent workshops
- Help with playground set up
- Plus more!

Questions and suggestions are always welcome. Please sign-in every time you volunteer!!! If you have trouble finding a job that works with your work schedule, please contact the volunteer coordinator, and they will help you find a job. It is imperative that each family helps to make the school successful!! It will also help you stay connected with your child, and what he/she is learning and participating in school. Thank you!

Below are some sample ways for parents to do their hours.

Example 1: Daytime Helper

1.5 hrs per week in a Classroom-approx 52.5 hours

1 hr per week in a classroom-approx 35 hours

Attend 2 board meeting-approx 3 hrs

1 field trip-approx 2-4 hrs

TOTAL HOURS: 40+

Lunch duty once a week @ 0.5 hrs-approx 17.5 hrs

Help in classroom 4 times @ 1.5 hrs-approx 6 hrs

Attend 3 board meetings @ 1.5 hrs-approx 4.5 hrs

2 field trips @ 2-4 hrs- approx 4-8 hrs

Attend 4 PTO meetings @ 1 hr- 4 hrs

TOTAL HOURS: 40+

After Hours Helper

Attend 4 board meeting @ 1.5 hrs- approx 6 hrs

Attend 4 monthly workdays @ 2 hrs- approx 8 hrs

Subject mentors for parents @ 0.5 hr per week- approx 17.5

Work a fundraiser for 2 hrs

Correct papers for a teacher 1 hr per month-approx 9 hrs

TOTAL HOURS: 42.5

Attend all PTO meetings @ 1 hr-approx 9 hrs

Do bulletin board one time @ 2 hrs

Attend 4 workdays @ 2 hrs- 8 hrs

Baby-sit for board members during 2 meetings @ 2hrs-4 hrs

Homework mentor @ 3 hrs per month-approx 27 hrs

TOTAL HOURS: 50

There are many scenarios to get volunteer hours done each year. Volunteers are an integral part in the success of the school and the students. We thank each and every volunteer for the time and energy put in.

Volunteer Complaint Procedures

These guidelines provide Walden Academy volunteers with procedures for resolution of complaints about Walden Academy, Walden Academy's staff, or other volunteers. Please review procedures and follow the appropriate action as outlined.

Informal Review

Efforts should be made to resolve the volunteer's complaint on an informal basis through discussion between parties involved and an appropriate Walden Academy representative. If situation cannot be resolved informally, please proceed with the formal complaint.

Formal Review

- In cases where an informal review is unsuccessful, or more serious cases in nature, the volunteer may seek resolution through a formal review. The complaint must be received by the Walden Academy School Director or Board President within 30 days after the date of the event or action causing the need for resolution, or the date of completion of the informal review.
- All formal complaint should be submitted in writing, describing in detail the event or action of the complaint, and the desired resolution requested. Forms are available from the Administrative Assistant.
- The complaints will be reviewed by the lead teacher, School Director, or the board depending on the situation to come to an appropriate resolution on the submitted complaint.
- Walden Academy will respond with a written decision within 30 days of the receipt of the complaint.
- If there is further need of review, the volunteer may appeal the decision to the Walden Academy Board to review, and if the Board cannot come to an appropriate decision, then the complaint will be sent to the Glenn County Board of Education for review.

Walden Academy is dedicated to a safe and comfortable working environment and intends to do what is necessary to ensure success!

All matters and records relative to volunteer complaints will be treated as confidential.

Volunteer Behavior Code

Dress

The dress code has been developed with the safety of volunteers in mind and to promote a healthy learning environment for students. If you are out of dress code, the staff has been instructed to offer you an appropriate item to wear while on campus or ask you to please change. Please help us avoid this uncomfortable situation by complying with the dress code.

We would encourage volunteers to wear a school t-shirt while volunteering to help promote school spirit!

Volunteers are asked to follow these dress code guidelines while on campus, on a field trips, or any other school event/activity:

1. No tight fitting tops (avoid wearing clothing with Lycra or Spandex).
2. Halter tops or halter top dresses are not permitted.
3. Short tops & low rise pants which expose any part of the midriff skin or lower back are not permitted.
4. No part of the undergarments should be visible.
5. The necklines of dresses, blouses and tops must be modest. Cleavage cannot show when standing or bending over.
6. Skirts, dresses and shorts should not be higher than 3 inches above the knee.
7. Jeans and pants with holes are NOT allowed.
8. Sweat-type pants, shorts, or skirts with writing across the "seat" are not allowed.
9. Clothing that displays words with suggestive double-meanings are not allowed.

Student Discipline

Volunteers provide supervision of our students in classrooms, during field trips, and during our play times. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

When disciplinary situations arise, please call attention to the student(s) and refer the student(s) involved to a staff member. We want to empower our volunteers to promote safety on campus while honoring the training, authority, and expertise of our staff.

Cell Phone

We ask that you place your cell phone on silent mode when volunteering.

Siblings

We ask that you not bring siblings with you when you volunteer or while chaperoning on field trips.

Confidentiality & Impartiality

It is important to remember that your capacity in the class is that of a volunteer. Please do not show favoritism for your child and please do not show any judgment against other student's behavior, attitude, etc.

Please do not speak to anyone but the teacher about what you observe in the classroom, student's grades or student behavior. Please be especially sensitive to this... by not taking it home and discussing it with other family members. Your child could pick up on this, and kids could get hurt.

Special Privileges

Being a parent volunteer does not avail you to any special privileges, except that of being able to volunteer in your child's classroom so we ask that you not pick your child up early when volunteering or drop in classes unexpectedly.

If you find that you have any questions regarding this policy, please contact the School Director.

Walden Academy - Volunteer Agreement

This agreement outlines our commitment to you and expectations for the services you will be performing on behalf of Walden Academy. We appreciate your services and want to do the very best in making your volunteer experience here productive and rewarding.

Last Name _____ First Name _____

Street Address _____

Home Phone _____ Cell Phone _____

Emergency Contact _____

Child/Children: _____

Teacher(s): _____

Walden Academy's Responsibilities:

- To provide volunteer with information about Walden Academy's purpose, work, and values
- To provide volunteer with a description of the volunteer role
- To provide training, as necessary
- To treat volunteer as a valued part of the school
- To appreciate and value the volunteer's work
- To provide an environment where volunteer may express his/her view and opinions
- To allow the volunteer to make mistakes and learn from them
- To provide volunteer with regular and constructive feedback on performance
- To consult volunteer on matters that directly or indirectly affect his/her work
- To ensure volunteers privacy and confidentiality
- To ensure that volunteer is free from discrimination on the grounds of gender, marital status, race, ethnicity, sexual preference, religion, age, and disability

Volunteer's Responsibilities:

- To perform volunteer duties as outlined in the attached description of the volunteer role
- To be reliable
- To report to Walden Academy at the agreed upon times
- To carry out work to the best of his/her ability and do so in a way that supports the mission of Walden Academy
- To attend trainings, meetings, etc. if they are agreed as part of the volunteer's role
- To ask for help when needed
- To adhere to Walden Academy 's policies and procedures
- To maintain strict confidentiality regarding students, families, and school business generally and share confidential information only with authorized persons
- To notify supervisor immediately when sick, unable to appear to volunteer, or running late
- To respect the role of the volunteer and contribute to the cooperative relationship between volunteers and the School
- To provide 40 hours per year of volunteer time for the first enrolled child and 20 hours for each additional enrolled child not exceeding 80 hours per year per family.

Agreed to by:

Signature of Volunteer

Date

Signature of Supervisor

Date

Walden Academy

Volunteer Questionnaire

Name: _____

Phone: _____ Cell: _____ Text: Y__N__

E-mail: _____ Primary Language: _____

Child/Children: _____

Phone: _____ Emergency Contact: _____

Special Considerations or Accommodations Needed:

Hours Available: Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Job Interests:

Special Talents:

Other people that may volunteer for your family:
