

KORRAES ELEMENTARY SCHOOL

PARENT VOLUNTEER

GUIDELINES



**PRESENTED BY:
BETH LIND, PRINCIPAL
SEPT 2018**



1 PETER 4:10

EACH OF YOU SHOULD USE WHATEVER GIFT YOU HAVE TO SERVE OTHERS, AS FAITHFUL STEWARDS OF GOD'S GRACE IN ITS VARIOUS FORMS.

Galatians 6:10

Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.

Ephesians 2:10

For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.

Matthew 25:35

For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in,

THANK YOU FOR HELPING US CONTINUE TO
PROVIDE A SAFE ENVIRONMENT FOR ALL OF
OUR STUDENTS.

PURPOSE OF VOLUNTEER TRAINING



- KPTA and school leadership are making a commitment to Koraes parents and staff by establishing and strengthening our systems. We agree that having an established process to volunteer is important enough to bring us together.
- As an Christian Orthodox school we are in the business of shaping hearts and minds for eternity, excellence in our interactions is imperative.
- Adults that work with our students serve as positive Christian Orthodox role models. Treat the children how you want your children to be treated.
- Building a strong volunteer community

VISITOR OR VOLUNTEER

V O L N T E E R

all that's missing is U!

- Volunteer is someone working directly with students or completing a specific task assigned by the school.
 - Chaperone a field trip
 - Supervise a classroom party
 - Help in a classroom
- Visitor is someone visiting the campus for a meeting, dropping off something to the school, etc.
- Whether a visitor or a volunteer, please be **prompt**. Our school runs on a tight schedule and your preparedness helps Koraes run smoothly.



HOW DO I START?



Before you may volunteer at Koraes, you must review the Koraes Elementary School Parent Volunteer Guidelines PowerPoint training.

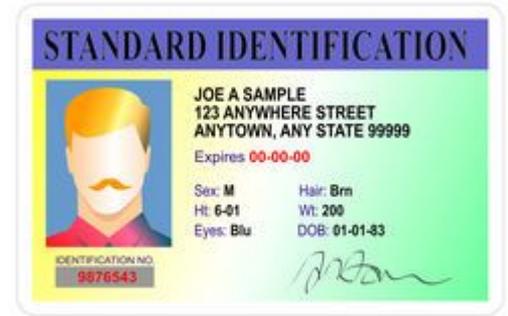
Next, you will complete the Volunteer Registration form and turn it into the office. This is also a good time to submit your ID to be photocopied to keep on file.

Mrs. Christine will inform the KPTA and the classroom teacher that you have completed the volunteer training.

PHOTO ID REQUIRED TO KEEP ON FILE

Thank you for helping us continue to provide a safe environment for all of our students by having your photo ID on file. This is done at the start of each new year.

You may stop in the office at any time to provide the office with your ID to photocopy. This must be done prior to serving as a chaperone or before supervising a party or volunteering at school.



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VOLUNTEER ROLES AND GOALS

The primary role of a volunteer is to provide a **positive** relationship with the students and staff.

A volunteer also helps teachers with non-instructional tasks so that they have more time to work with students and to plan.

Volunteers creatively share their talents to support students and staff.



VOLUNTEER PROCEDURES



- Upon arrival and before joining a class or entering a classroom please report to the office to sign in and receive your volunteer sticker. This helps us keep track of who is in the building or with our students.
- Please wear your volunteer sticker at all times while you are serving as a volunteer (chaperone).
- If you are unable to attend your volunteer appointment, please call the school and let Mrs. Christine know so she may inform the teacher. If you know early enough ahead of time you may email the teacher.

CELL PHONE



- While you are in the school cell phones must be on vibrate or silent.
- Please avoid taking personal phone calls on field trips or while supervising classroom parties. Students need your undivided attention.
- Cell phone may not be used to post pictures of any children at any time while serving as a volunteer.
- There is no texting or email while supervising students.

GENERAL INFORMATION WHEN VOLUNTEERING IN CLASSROOMS



- Please be an example by demonstrating maturity in **actions**, **attitudes**, and **dress**.
- Please use the restrooms on the church side. Leave and enter through the doors that connect the school and the church.
- Please remain in the area where you are assigned (kitchen, East Room, classroom, etc.).
- Invitation only past the hallways stained-glass doors
- Please turn off cell phones or place on silent mode.
- Volunteers must be 21 years or older and a relative of the student supervising.
- No siblings or other children may accompany the adult while serving as a volunteer or chaperone.

GENERAL INFORMATION WHEN VOLUNTEERING IN CLASSROOMS



- If your child is a student in the classroom in which you are volunteering, treat all students the same and do not give special treatment to your child.
- Do not enter your child's classroom unless you have permission to be there. Parents may not “pop” in and out to talk to a student/child, or teacher in a different classroom. You are responsible for being in the classroom where you have been assigned.
- If a child misbehaves, firmly and calmly request the student to report to the teacher or principal and inform school staff of the situation.



GENERAL INFORMATION WHEN VOLUNTEERING IN CLASSROOMS

- Laugh with the student, but make sure you never laugh at them.
- Always use positives when speaking.
- Make sure you know all emergency rules and exits.
- If you are the only adult present during an accident, immediately contact the teacher or principal. Try to handle the accident calmly, try to handle the situation unless you are not qualified. Remain by the student until the proper authority arrives.

FIELD TRIPS



- The teacher in charge of the field trip will assign a group of students to each chaperone. Students are to remain with the chaperone to whom their teacher assigns them for the entire day.
- Because the first responsibility of each chaperone is to the students being supervised, **only children enrolled** in the class or activity may go on field trips.
- Be with your assigned group of students and **take head counts** often.
- Share in being responsible for all students; offer your support to other chaperones when necessary.
- The teacher in charge of the field trip will carry copies of emergency medical information for each student on every trip.
- Chaperones need to be aware of any medical conditions/allergies etc., of any children assigned to them.(confidentiality) Chaperones may not provide any prescription medication or over the counter medications to students.
- **Be helpful.** Guided students to discover and experience for themselves.

FIELD TRIPS



- Chaperones may not purchase food or other items from the gift shop or restaurants for any children (this includes yourself) unless it is a part of the field trip.
- Chaperones are not to release any child to anyone other than the teacher.
- Please do not post any photos of children on the field trip due to confidentiality restrictions. You may send to the teacher to post.
- All field trips are **tobacco free**.
- Please do not make arrangements for someone else to meet you at the field trip or event site with siblings.
- Use appropriate language at all times. Only age-appropriate topics of discussion shall occur around students during the trip.

FIELD TRIP RESPONSIBILITIES



- Students must be supervised at all times while on a school sponsored event. Students must never be left alone.
- Ensure the use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Use headcounts often.
- Be sure you know when and where to meet the rest of your group at the end of the visit.
- Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
- Undivided attention must be sustained upon the students. Be supportive of the teacher by focusing your attention on them. Help the students do the same.
- Encourage students to listen and be respectful of the presenter. Avoid any side conversations with other chaperones.

FIELD TRIP RESPONSIBILITIES



- Please resist the temptation to group with other adults while allowing students to “do their own thing.”
- If you experience difficulties, please report the problem immediately to the teacher. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior at any time.

FIELD TRIPS



- Students must never be left unattended. Students may go to public restrooms in groups. Please be aware of any adults who appear to be lingering around your area and/or who might access the restrooms when your students are using them.
- For the protection of both the chaperone and the student, chaperones should not place themselves in situations in which they are alone with a student.
- Approach the trip with a good, supportive mental attitude. Your role can affect the entire trip.
- Enjoy the group of students you are with!

FIELD TRIPS - ON TIME EXPECTATIONS



- Please be on time to school for the field trip. Your on-time arrival affects the start of the orientation the day of the trip.
- **Timelines are critical.** Please wear a watch and coordinate meeting times. Please be prompt and plan for the unexpected. Do your best to arrive to meeting locations a few minutes early. Buses are on very tight timelines.
- Chaperones must adhere to and not deviate from the scheduled itinerary.

VOLUNTEER CODE OF ETHICS



As a volunteer you are a member of the **educational** community. All information concerning our students, teachers, and the school is confidential and may not be discussed with others.

The most important part of the Code of Ethics is **confidentiality**. This includes, but is not limited to, student performance, student behavior, conversations heard among staff, concerns with teachers and staff, incidents with students, health and medical issues, and parent information.

VOLUNTEER CODE OF ETHICS



As a volunteer it is important to show a high regard for each child by being courteous, impartial, and fair. Always **respect** those with whom you are interacting with both on and off campus. This includes other adults.

Volunteers shall maintain the **dignity** necessary to gain the respect of our students and set a good Christian example at all times. Your participation lends itself to being a positive role model.

VOLUNTEER CODE OF ETHICS



As a volunteer, it is important that you know and practice the Code of Ethics. It is also your responsibility to know the teacher is in charge, maintain a caring and professional attitude, be prompt and dependable, and help keep the building safe by signing in and out and wearing a nametag/badge.

Most importantly, always allow teachers to handle discipline.

As a courtesy to our children, other parents and our staff, concerns are to be addressed with the classroom teacher first then the principal.

PLEASE FOLLOW THE VOLUNTEER GUIDELINES

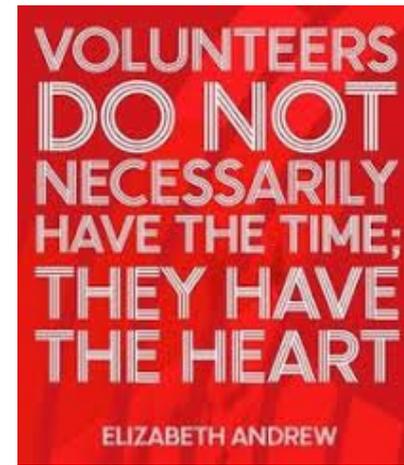
If you violate any of the volunteer code of ethics or guidelines you may be asked to no longer volunteer on our campus or chaperone field trips.

Only those parents who have signed up in advance as chaperones may attend the field trip or classroom party.
(No last minute sign-ups)



WHEN YOUR TIME HAS ENDED

- Please check out by signing out in the office
- We know it's easier to check out your child(ren) too... however we want them to stay. If you must sign your child(ren) out please follow our early release procedures.
- Depending on the time it will count against their attendance record.



VOLUNTEERS MAKE A DIFFERENCE

Have fun with your child and enjoy the time with your child and his/her classmates.



Volunteers make a difference and we appreciate you giving up your time to spend with us!

