

FOUNDERS
CLASSICAL ACADEMY



**Volunteer
Handbook
Founders Flower Mound**

Dear Volunteer,

We value the time and commitment you make to the students and staff in our school. Each of you has special gifts to share with us that enhance and enrich our school, and we appreciate your willingness to donate your time and energy to help.

Because student safety is of great concern, community volunteers are required to:

- **Complete an online background check (This can take 2-3 weeks to process.)**
- **Read this handbook (training)**
- **Submit the back page to the office with your signature acknowledging that you will uphold the expectations of a FCA FM volunteer**

With your help, our school can maximize its potential and better meet the needs of students and staff. If you have suggestions on how we can better use and support our volunteers, please let us know. Thank you for your time and your commitment to our students, staff and school community.

Supervision

Volunteers working in the school should always be under the direct supervision of a school staff member. Please remember that you have a designated volunteer activity. Volunteers are asked not to interrupt classrooms, roam the halls, or eat lunch with their child in the cafeteria before or after finishing their volunteer activity.

Field Trips (According to the Parent Handbook)

Students will have the opportunity to participate in field trips during the school year. Volunteer parents will be needed to help chaperone.

Childcare arrangements must be made for younger siblings of parents going on field trips; ***siblings cannot be brought on field trips.*** All volunteers will need to have background checks on file in the school office prior to chaperoning students. Chaperones are assigned by the teacher and must sign in at the school before the field trip. No volunteers who have not been assigned will attend field trips unless a substitute is needed. Thank you for understanding.

Parents chaperoning students are also responsible for the behavior of the students in their care. No inappropriate conversation, words, or behavior should be allowed. If a child's behavior becomes an issue, it should be brought to the attention of a school employee immediately.

Chaperones are expected to help teachers maintain respectful student behavior for the duration of the field trip. Chaperones should always follow the rules set forth by the teachers and/or the school.

If the students are asked to bring a sack lunch, then the chaperone must bring a sack lunch. The chaperone should not make any extra stops for refreshments not scheduled by the teacher.

Chaperones are responsible for looking after students and should never leave them unattended. If an emergency occurs please find another staff member or approved volunteer who can take responsibility for your students while you handle the emergency.

If the teacher has instructed the students to be at a particular place at a certain time, it is the responsibility of the chaperone to see that they are there. Chaperones must participate in all the activities of their group.

For the safety of the students, if you are not willing or physically able to keep up with the students assigned to you, please do not volunteer.

Discipline

Volunteers may not discipline students. If a discipline problem arises, volunteers should refer the situation to the professional staff.

Reporting Child Abuse, Non-accidental Injury, Neglect

If you see or hear anything that might lead you to believe a child is in danger, immediately report what you saw or heard to the Assistant Director.

Dismissals

Volunteers are not allowed to dismiss a student from school or a field trip. If a student must leave early, they must receive permission from the school office and sign out early. Under no circumstance can volunteers take a student off campus, this includes walking or driving a student home.

Confidentiality

While working within the schools, you may inadvertently hear information about the progress, abilities and concerns of students. This is information of a confidential nature. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Do not discuss this information with anyone who does not have a professional right or need to know. Please do not discuss a student's progress or difficulties with his or her parents/guardians. This is the teacher's responsibility. If a student confides in you information of a personal nature, you will need to share this privately with the teacher or assistant director if you feel it warrants their attention.

Please do not discuss any concerns that you may have about a teacher's practices outside of the school. If you have any concerns, please contact the teacher or assistant director.

Medical Treatment

Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a student. If a student becomes ill, follow school procedures in regard to notifying the teacher and taking the student to the nurse.

Personal Doctrines

The school respects and values each family's beliefs and religious doctrines. Volunteers may not propose any personal or religious beliefs to a student.

Restrooms

Volunteers should utilize the staff restrooms. We ask that volunteers not use or accompany students to the student restrooms. They may wait outside the restroom if asked by the teacher.

Dress and Behavior

Volunteers should follow the lead of the professional staff and their supervisor. Professional dress is the most appropriate. If working the carline, please wear comfortable shoes! If working in the office, lunch room, or classroom, please dress as a teacher would. We ask that your attire be neat and conservative, attracting no undue attention. Athletic clothing is not appropriate, such as leggings and short shorts/skirts. Tops should cover your chest and midriff. Remember that you are in a position to set an example for students. Your dress, speech, and behavior should serve as a good model for students to follow.

Siblings are not Allowed While Volunteering.

To be present for the students on campus, we ask that you not bring any siblings with you when you volunteer during school hours. (Ex. younger siblings in strollers) Thank you for understanding.

Dependability

Volunteers should always be prompt and consistent. Please notify the school/teacher if you are scheduled to volunteer, but are unable.

Sign-in Procedures

Please sign in at the office and receive a volunteer badge on your scheduled day to volunteer.

Speak Up!

If you have any questions or concerns about your volunteer work or the policies of the school, feel free to ask your teacher or assistant headmaster. We want this to be a rewarding experience for you, as well as for our staff and students. We will be happy to answer any questions you may have regarding your volunteer experience.

Helpful Tips

We want you to feel comfortable with your volunteer assignment. Your supervising staff member will guide you with the expectations of your assignment. Remember, you are not expected to know exactly how to go about your volunteer position, so please ask questions.

Tips for School Volunteers

♦ Call students by name at each opportunity

A student's name is very important. Make every effort to pronounce and spell each student's name correctly.

♦ Be firm with students, but also be warm and friendly

Let each student know that you care about him/her.

♦ Accept students as they are

Each student is unique. Be ready to accept these differences in background, values, and aspirations.

♦ Encourage and praise students

Use positive comments that will make students feel good about themselves, even when they are having difficulty. Be ready to praise a student for even the smallest successes. Avoid saying anything that will make students doubt themselves or their ability to learn. Children begin to "be" what others think of them.

♦ Remember that children never forget

If you promise something, be prepared to keep the promise. Be careful not to make promises you will be unable to keep.

◆ **Encourage students to do their own thinking**

Try not to give students the answers before they have an opportunity to solve questions on their own. Silence often means a student is thinking. Give them plenty of time to answer.

◆ **Follow the teacher's lead for classroom behavior**

Don't allow students to behave in ways the teacher does not allow. Remember, the teacher is available to handle discipline problems. Make certain the students with whom you are working do not disturb the rest of the class.

◆ **Reinforce good behavior**

When students are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, try to ignore minor behavior problems if no student is at risk of any harm and teaching and learning are not interrupted. Express displeasure with the behavior, not the student.

◆ **Remember it's okay if you don't know the answers**

Let the student know when you don't know the answer or you are not certain what to do. Work the answers out with the student, or ask the teacher for assistance at an appropriate time.

◆ **Supervise students carefully**

Do not leave a student or small group of students unsupervised. Be aware of what the students are doing at all times.

◆ **Keep students on task**

You will want the students to learn as much as possible during the short time they spend with you; keep the lesson or activity moving. Avoid allowing students to get you, or the group, off track for long

periods of time by discussing topics that have nothing to do with the lesson.

◆ Know when to give proper motivation

Your positive words of encouragement will go far in helping students become excited about learning. You and the teacher can discuss the use of motivational materials such as stickers, stars or notes of praise. Please do not give students food. Volunteers may not give students advertisements or solicitations.

On behalf of the faculty and staff, thank you for your support!

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FOUNDERS CLASSICAL ACADEMY of FLOWER MOUND
VOLUNTEER HANDBOOK
Acknowledgement Form

The Founders Classical Academy of Flower Mound Volunteer Handbook outlines the policies and procedures put into place to promote an academic, safe, and orderly school environment. Volunteers in cooperation with school faculty and staff will help provide the best possible learning environment for students.

It is important for all volunteers to be aware of the expectations the school has for them while working with our staff and students.

Your signature is requested to acknowledge receipt of the volunteer handbook, and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES I HAVE RECEIVED AND AGREE TO ABIDE BY THE POLICIES OUTLINED IN THE FOUNDERS CLASSICAL ACADEMY VOLUNTEER HANDBOOK.

Student's Name

Volunteer Printed Name

Signature

Date Signed

