Orenda Charter School

Volunteer Handbook

Orenda Charter School greatly appreciates all of our volunteers who provide much-needed assistance to students and teachers in many ways, from attending school field trips to assisting with various school activities. We value your involvement and participation and are glad that you have graciously decided to volunteer. This handbook serves as a resource for all current and prospective volunteers. It is designed to give volunteers the information necessary to ensure their experience with us is rewarding while providing a safe and positive learning environment.

Possible Areas to Volunteer:

Classroom

Field Trips

Office

Tutoring

Extracurricular

Guest Speakers

Staff Appreciation

Special Events (i.e. Book Fairs, Veterans Day, Family Nights, etc.)

You are part of an education team.

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Orenda Charter School

Working closely with the classroom teacher and school staff includes:

1. Following the direction of a school staff member
2. Not being alone with a student at any time unless you have been fingerprinted (different from a criminal history check) and cleared for a specific volunteer role such as an extracurricular coach
3. Accepting direction and suggestions from teachers
4. Respecting the privacy of teachers and students by not discussing school matters away from the classroom, including on social media and other electronic formats
5. Understanding that evaluation of a student's learning can only be done by the teacher
6. Committing to working in a classroom to support and improve education for all students
7. Seeking help from the teacher when you need additional information or instruction
8. Sharing ideas and constructive comments with the teacher
9. Acknowledging that teachers are responsible for discipline in the classroom
10. Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature
11. Providing help and assistance without doing the work for students
12. Practicing patience and kindness
13. Showing a genuine interest in each student
14. Accepting each student and encouraging the best from him or her
15. Volunteering only in the assigned location and task

If, for whatever reason, the volunteer placement is not a fit for you, the teacher or the school, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

Orenda Charter School

Volunteers are expected to:

1. Sign in and wear an ID badge while in the school buildings at all times
2. Remain in your assigned volunteer location and perform your approved duties unless changed by a school administrator
3. Wear appropriate attire that meets the student dress standards, as found in the Parent-Student Handbook
4. Show respect for all staff and students

If you cannot make your scheduled volunteer time, please call the school so the teacher will know you will not be there. Please do not bring younger children to the school during your volunteer hours. You will also be asked to turn off your cell phone while you are volunteering in the classroom.

Alcohol, Drug, and Tobacco-Free Schools:

Orenda Charter School is committed to providing a safe environment and to fostering the well-being and health of its students, employees and volunteers. All alcoholic beverages are prohibited on school property at all times and at all school-sanctioned activities occurring on and off school property. Smoking (including electronic cigarettes, vapes, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Orenda Charter School prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location and also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. In addition, volunteers may not give students any medications, prescription or over-the-counter. Medications can only be administered by school personnel.

Maintain Student Confidentiality:

Volunteers are expected and required to keep all student information shared while working as a volunteer confidential. Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission.

Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, also is protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act (FERPA) and may subject the volunteer and the district to civil liability. It is important that you do not discuss students or their progress with others – even their parents. Do not make references to students' abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their students' progress, suggest that they contact their child's teacher.

Freedom from Discrimination, Harassment, and Retaliation:

Orenda Charter School's Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Students, employees, volunteers and third parties who have been harassed are urged to promptly report such incidents to their direct supervisor. If the director or supervisor is the subject of a complaint, the incident should be reported directly to the Principal or Human Resources Director. Volunteers are expected and required to respect and uphold the Orenda District's Harassment Policy.

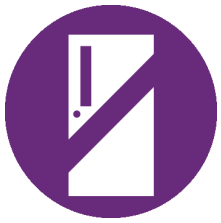
Accident Reports:

Any accident involving a student, employee, or volunteer that occurs on school property must be reported to the Principal and school nurse designee using the appropriate district accident report form, regardless of insurance coverage or liability issues.

Standard Response Plan:

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with

a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

	**Hold** is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to be kept clear of occupants. Example: There is a medical emergency on campus and we need everyone to stay in their area until first responders can clear the incident.
	**Secure** is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building. Example: There is law enforcement action in the surrounding neighborhood or at a school down the street.
	**Lockdown** is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place. Example: There is an intruder inside the campus.
	**Evacuate** and may be followed by a location, and is used to move people from one location to a different location in or out of the building. Example: There is a fire or gas leak inside the building.
	**Shelter** State the **Hazard** and **Safety Strategy** for group and self protection. Example: There are tornados in the area.

General Guidelines for Safe Interactions with Students:

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

What a Volunteer Does	What a Volunteer Does Not Do

Orenda Charter School

Praises and encourages	Berates or belittles
Tells the child good things about him or herself	Acts in a cold or indifferent manner
Tries to understand how the child feels	Criticizes the teacher
Commits to regular attendance	Fails to call and let school know he or she is going to be absent
Builds caring and supportive rapport	Gets physical with a child
Speaks directly to teacher about any concerns regarding student performance	Violates confidentiality by passing on information to the community
Is considerate of teachers' time	Loses control and says something that is inappropriate or might be regretted
Makes a difference in a child's life	Giving Gifts to student(s)
Report misbehavior to teacher	Discipline students
Is never alone with students. Only volunteers who have been fingerprinted and cleared can be alone with students.	Share personal religious or political beliefs
Ensures exterior doors are securely closed behind them and directs any visitors to the front office	Prop open any exterior doors or let anyone into the building through an exterior door
Works with students while on campus under the supervision of school staff	Contact or communicate with students via phone or electronic means during or outside of school

Code of Ethics for Volunteers:

1. Classroom and student work is always confidential. Please don't discuss student problems with anyone except the teacher.
2. Try not to compare children within the classroom.
3. Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything.

4. Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.

Successful Volunteers Strive to Be:

HONEST in your approach and attitude which will aid in developing trust

PATIENT when working with students because when they are having difficulty with a subject, they do not need additional pressure

FLEXIBLE in responding to the needs of students

FRIENDLY because with a smile and a thank you, you can accomplish miracles

RESPECTFUL by treating individuals in the same manner you wish to be treated

CONFIDENTIAL because it is very important that what is observed in the classroom remains confidential, and student performance or behavior is not to be discussed with other parents

CLASSROOM VOLUNTEER FIRST-DAY CHECKLIST

- ☐ Ask where you should store your personal items and where your workstation is located.
- ☐ Learn how the teacher will communicate with you during the volunteer assignment.
- ☐ Ask about classroom standards and your role in enforcing them.
- ☐ Ask for ways on developing rapport with the students.
- ☐ Try to learn names of students.
- ☐ Assist students, when possible.
- ☐ Be punctual.
- ☐ Call the office if you need to be absent.
- ☐ Be patient when dealing with students.

Orenda Charter School applauds your decision to serve our students and staff as a volunteer. We recognize that your time is valuable, and please know that we will do our best to assure your experience in our schools is both enjoyable and rewarding. We wish you all the best throughout the coming school year!