



.CHCA EBL Campus (PK2-Gr 3) Volunteer Handbook

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Cincinnati Hills Christian Academy

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1. Welcome

With this handbook format you can:

- Use the search box at the top to quickly find what you seek.
- The Table of Contents is displayed on the left. Click the arrows to expand and collapse sections.
- Many included topics are linked back to our website. They are here for your convenience, but always directly accessible on www.chca-oh.org.
- We believe an online version of this document will be most helpful so you can directly link to other content; however, if you desire a paper version use the “Download as PDF” button at the bottom of the Table of Contents.

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2. Philosophy and Goals

Thank you for your willingness to serve as a classroom volunteer in our school. We are happy to have you as part of our team and believe volunteers can have significant impact on the educational achievement of our students. We value the time, talents, and knowledge you will share with us this school year.

Our School Volunteer Program **Philosophy and Goals** are to:

- Create a partnership among educators, parents, and students through an organized volunteer program.
- Promote the involvement of volunteers in classroom instruction and in other school related activities.
- Complement the efficiency and effectiveness of the educational program of the school.

“And whatever you do, do it heartily, as to the Lord, and not to men.” Colossians 3:23

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3. Volunteer Responsibilities

Volunteers play a vital role in our classrooms. Every task performed directly or indirectly impacts the educational process; therefore, each volunteer is responsible to the staff member with whom they are working.

Professionalism

- Realize that the relationship with staff members requires mutual respect and confidence.
- Be cooperative, flexible, willing to learn, and to share ideas.
- Be a good role model to students in behavior, attitude, speech, and dress.
- When working directly with students try to understand them as individuals, help them feel successful, and give them your full attention.
- Follow school policies and procedures.
- Respect the teacher's time. Your volunteer time is *not* the time to conference with a teacher about your child.
- **Respect the confidentiality** of school records and the relationship of staff members with each other, students, and parents.

See the [Confidentiality handbook section](#) for additional guidance.

Loyalty

- Discuss concerns or problems that arise directly with staff members.
- Understand and appreciate the work of the school staff.
- Be supportive of the school and community.

See the [Resolving Conflicts and Concerns handbook section](#) for additional guidance.

Dependability

- Attend as regularly as possible.
- Be punctual.
- If you must be absent, please call 513-247-9944 x101 as soon as possible and we will notify the staff member with whom you are working.

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3.1. Confidentiality

As a volunteer, you may encounter sensitive information and it is vitally important you handle this information in a “in one ear and out the other” fashion. Please keep in mind:

- Statutes, standards, and professional ethics require that all records and information regarding students be kept in the strictest confidence.
- All volunteers at Cincinnati Hills Christian Academy must avoid unauthorized and unlawful use of student information or student records.
- Volunteers may NOT access student’s permanent records, have access to student’s grades, or be asked to grade student work or record grades in a teacher’s grade book.
- Any inquiries regarding students by persons outside of CHCA should be referred to a CHCA employee.
- Do not discuss students or teachers (including, but not limited to, names) at social gatherings, regardless of the location where the gathering occurs.

The **CHCA EBL Campus Volunteer Service Agreement** that you must sign requires you to affirm your understanding of this important policy.

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4. Expectations and Requirements of Volunteers

Expectations

- Positive attitude, interest, and enthusiasm for working for the benefit of students.
- Work cooperatively with school personnel.
- Commitment to fulfilling the obligations of the volunteer program.

Requirements

Prior to volunteering *the first time*, all volunteers must:

1. Be fingerprinted before the first day of volunteering.
2. Print and return a **CHCA EBL Campus Volunteer Service Agreement** form

✿ Make your fingerprint appointment at the Welcome Center by emailing Judi.Davis@chca-oh.org at least 30 days before you intend to volunteer. This 5 minute process is valid for 5 years and is available from 8:15 a.m. to noon or 1:00 – 3:45 p.m. and requires: (1) Your driver's license or a form of identification if you don't have a driver's license, (2) A 2nd form of identification (passport, SS card, or birth certificate) and (3) Gr 9-12 minor volunteers should bring this completed [Parental Permission form](#).

✿ The [myEarly Learning](#) and [myLower School](#) webpages puts the **CHCA EBL Campus Volunteer Service Agreement** at your fingertips.

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5. Staff Responsibilities

Preparedness

- Discuss expectations and procedures before volunteers begin. Topics include:
 - Classroom and student needs
 - Volunteer interests and availability
 - Mutual expectations about task completion and/or adaptation
 - Goals for the student(s)
 - Classroom setting, rules and use of appropriate materials
 - Communication methods and expectations
- Plan purposeful assignments for each volunteer session
- Train volunteers for all assigned tasks – this includes use of office machines, phones, or computers.
(Note: To help ensure enough copy paper for all ordering periods, volunteers should copy a maximum of 10 minutes and/or two weeks of student work at any time.)

Professionalism

- Realize that the relationship with volunteers requires mutual respect and confidence.
- Be cooperative, flexible, and willing to listen to ideas.
- Be a good model for volunteers in professional behavior and attitude.
- Promote good public relations with the volunteer.
- Model confidentiality and respect for students and their parents, as well as for colleagues, administrators and the institution.
- Use the utmost discretion if volunteers handle student work. CHCA policy is that volunteers may NOT access student's permanent records, have access to student's grades, or be asked to grade student work or record grades in a teacher's grade book.

Dependability

- Notify the volunteer of scheduled training sessions.
- Be sure the volunteer understands the purpose of the task. Be clear in giving directions and allow time for questions.
- Plan for the volunteer when preparing a lesson plan with a folder containing assignments for the day.
- Include variety in volunteer assignments so the work continues to be interesting.
- Notify the volunteer of class schedule changes that affect their regular volunteer time.

Appreciation

- Respect the volunteer as an individual.
- Treat the volunteer as a professional.
- Express sincere appreciation for the volunteer's time.

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6. Expectations of Staff

- Positive attitude, interest, and enthusiasm for working with volunteers.
- Ability to work cooperatively with volunteers.
- Commitment to fulfilling obligations to the volunteers.

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7. On-Campus Volunteering Guidelines

We welcome parent volunteers into our classrooms at all times and you will participate in a wide variety of activities. There may be occasions when you help directly in the classroom; however, much small group and individual work is done on tables directly outside the classroom. This leaves the rest of the class undisturbed by the valuable things you do, and vice versa for the student(s) you work with.

- Arrive to the classroom promptly. Allow time to stop by the front desk, check-in, and get your badge for safety purposes.
- Realize that when you come, you may be asked to work with many children, not just your own child.
- Turn off cell phones while working in the classroom.
- If you are asked to use equipment in the faculty workroom and have questions after your staff member trains you, consult the front desk for assistance.
- Check with the teacher *before* bringing younger siblings with you on the days you volunteer at school.
- While you volunteer, if you observe a child or children demonstrating poor or inappropriate behavior report the incident directly to the teacher. **Any type of discipline should be handled by the CHCA staff member**, not the volunteer.

Check the [Staff Responsibilities Handbook Section](#) for a suggested list of topics to discuss with the teacher before you start. Feel free to take initiative and start that conversation if your volunteer time is soon and a conversation and/or training has yet to occur.

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8. Off-Campus Field Trip Guidelines

Generally when our students go on field trips, parent volunteers are responsible for transporting them to and from their destination. Please adhere to these guidelines:

- Supervise all the children assigned to your care, not just your own child.
- Arrive on time the day of the trip and meet at the designated place.
- *Do not* park in the front circle when loading or unloading students – the teacher should instruct you where to park for loading/unloading.
- Follow the [State of Ohio Laws and Guidelines](#) regarding seatbelts and booster seats.
- Do not use cell phones while driving.
- If you choose to show a **movie** in your car, it must be rated “G” and cleared with the teacher ahead of time.
- Use discretion if the **radio/CD** is playing. Audit for age and maturity appropriateness.
- Drive directly to and from the field trip destination. (Although a stop at McDonald’s might be fun for your group, do NOT do this. The parental permission we receive has limited destinations.)
- When you arrive back at school, *stay with the students in your care* until the teacher resumes responsibility.
- Check with the teacher before the trip about including siblings. Some places do not allow younger children and there is not always space for additional children. If siblings are permitted, the parent must be able to supervise all students in their care as well as the sibling(s).
- If a bus is transporting students, you are welcome to ride the bus if there is room. If space or personal preference result in you driving, you may drive your child but cannot drive another student unless that student’s parent is also in your car.
- If you are unable to go on a field trip, please contact the teacher as soon as possible. If you are unable to speak directly with the teacher, please call 513-247-9944 x101 as soon as possible and we will notify the staff member with whom you are working.

Off-Campus Field Trip Requirements

Prior to driving *the first time*, all volunteer drivers must:

1. Be fingerprinted prior to the trip date.
2. Print and return a **CHCA EBL Campus Volunteer Service Agreement** form
3. Print and return a **Transportation Agreement for Personal Vehicles** form



Make your fingerprint appointment at the Welcome Center by emailing Judi.Davis@chca-oh.org at least 14 days before you intend to volunteer. This 5 minute process is valid for 5 years and is available from 8:15 a.m. to noon or 1:00 – 3:45 p.m. and requires: (1) Your driver’s license or a form of identification if you don’t have a driver’s license, (2) A 2nd form of identification (passport, SS card, or birth certificate) and (3) Gr 9-12 minor volunteers should bring this completed Parental Permission form.



The [myEarly Learning](#) and [myLower School](#) webpages puts the needed forms at your fingertips.

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9. Resolving Conflicts and Concerns

We want you to feel good about our school and believe we create and maintain a positive learning environment. However, if you should see something that disturbs you, follow the Matthew 18 Principle. This principle dictates that parents talk to staff members about problems before talking to their friends, the building principal, or others. The administration is ready to help after you have tried to resolve it at the two-person level.

“Without wood, a fire goes out; without gossip, a quarrel dies down.” Proverbs 26:20

“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained a brother.” Matthew 18:15

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10. Frequently Asked Questions

Q: Is there a volunteer dress code?

A: Yes, modest casual attire is appropriate.

Q: Where do volunteers park?

A: Park in any open parking places on our premise or in the Montgomery Community Church lot behind our building. Avoid parking in the spaces near the front entrance or in the front circle.

Q: Where can I keep my coat and/or purse?

A: You may store your personal things in the faculty workroom adjacent to the main office; however, the school administration cannot be responsible for lost or stolen property. Please keep money and anything valuable with you.

Q: May I use a telephone?

A: We ask that you limit phone use during your time with us. If you must make a call, use the telephone at the front desk or your cell.

Q: Can I sit in the faculty lounge?

A: The faculty lounge is reserved from 11:00 a.m. – 1:00 p.m. to allow our faculty time for fellowship with their peers. You are welcome to use that space outside of those 2 hours.

Q: What should I do if I am unable to come?

A: Call 247-9944 x 101 and leave a message for the staff person for whom you are volunteering.

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