

VOLUNTEER TRAINING



VALOR CHRISTIAN LEADERSHIP ACADEMY

2019-2020

VCLA APPRECIATES YOU!



THANK YOU!

- Valor Christian Leadership Academy is pleased that you are choosing to devote time to students and their learning needs. This school is blessed to have volunteers to assist in the fulfillment of its mission and purpose.

BLESSINGS OF VOLUNTEERS

- Volunteering in a school is a unique and exciting experience and a privilege for the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers and school staff.
- Volunteers provide opportunities that helps enhance the educational experience for all students. No matter the time devoted, your commitment to education is much appreciated.

VOLUNTEER REQUIREMENTS

- In order to volunteer at Valor Christian Leadership Academy, the following must be adhered to:
 - Must be 18 years or older, not a student
 - Application must be approved
 - Agree to and complete a Level 2 Background Check through the Florida Department of Law Enforcement (cost \$28.75). Applicant pays up front. Amount is fully reimbursable after 90 days and 25 hours served at VCLA. (If applicable, depending on level of volunteerism)
 - Abide by applicable school policies and procedures, including but not limited to all sign-in and identification procedures and the confidentiality, safety, reporting and harassment policies.
 - Attend any applicable training sessions as a condition to serve.

VCLA CULTURE & ETHICS

In order to effectively assist VCLA, learn about our culture, mission, and volunteer ethics. Volunteers are extension of the school, apart of the professional team. Therefore, volunteers are expected to understand and exemplify VCLA culture and ethics while serving on school campus and at all school-related events.

VCLA BELIEFS

- We believe the Bible to be the Inspired, Infallible Word of God. (2 Timothy 3:16)
- We believe in God the Father Almighty, Maker of Heaven and Earth. (Genesis 1:1; Psalm 24:1)
- We believe Jesus Christ, God's only Son was crucified, dead, buried and resurrected after 3 days; He now sits at the right hand of God the Father Almighty. (Matthew 27:32-44; 27:45-50; 28:1-10)
- We believe in salvation, made possible through Jesus Christ. (Romans 10:9, John 3:16)
- We believe in the present ministry of the Holy Spirit by whose indwelling every Christian is enabled to live a godly life. (John 14:26)

VCLA BELIEFS (CONT.)

- It is important to know the Biblical beliefs that VCLA holds true to.
- Whether a volunteer agrees or disagrees, he/she is expected to have knowledge of these truths and not impose any religions, religious beliefs, doctrines, precepts or principles to students that is contrary to these truths. Furthermore, when approached by a student relating to a biblical belief or statement of faith, volunteers shall direct students to a school staff.

VCLA MISSION

To develop the whole student in a
***“Christ-Centered, Leadership-Focused, Academically-
Customized”***
learning environment.

VCLA NORMS

- Norms are expectations that all directors, staff, parents and students are expected to demonstrate. They are:
 - Honor God in all you do
 - Respect one another's diversity
 - Look to the best interest of others
 - Set High Expectations
 - Be Present
 - Finish
- As a volunteers, you are agreeing to demonstrate these expectations also.

VCLA CORE VALUES

- Our Core Values are the characteristics and standards that all directors, staff, students and parents are held to. They are:
 - Love
 - Faith
 - Integrity
 - Inspiration
 - Excellence
 - Teamwork
- As a volunteers, you are expected to demonstrate these Core Values as well.

HOW VOLUNTEERS HELP VCLA

Now that you have agreed to preliminary conditions set forth, learn how volunteers help VCLA carryout its mission and three (3) pillars of success: Christ-centered, Leadership-focused, Academically-customized.

HOW VOLUNTEERS HELP VCLA

- VCLA appreciates its volunteers. Here are the few of the capacities in which volunteers help support the school:
 - Enhance students' educational attainment
 - Provide enrichment experiences for students
 - Increase the effective utilization of staff and skills
 - Give more individual attention to students
 - Promote greater community awareness
 - Help with the administration and organization of school

HOW VOLUNTEERS HELP VCLA (CONT.)

- Provide Clerical / Office assistance
- After-school tutoring
- During school tutoring
- Attend off-campus school-related events
- Offer an after-school club, sport or program
- Speak about your career
- Preparing Instructional Materials
- Provide classroom assistance
- Become a class parent
- Assist with planning events and programs
- Participate in the Parent-School-Partnership (PSP)
- Assist in testing administration
- Conduct a class
- Chaperoning Field Trips

VOLUNTEER CONDUCT

Conduct & Expectations

A GREAT VOLUNTEER:

- Is friendly, reliable and flexible
- Enjoys children
- Has a good professional attitude, interest, and enthusiasm working with youth
- Works cooperatively with school staff
- Recognizes that well-educated children are our greatest natural resource
- Feels a deep obligation as a citizen to support and help schools educate each child to his/her highest potential
- Already has and is willing to learn the skills that are needed to volunteer in school
- Has talents that can enrich the school program
- Has time and a willingness to serve
- Understands and appreciates the work of the school staff and the volunteer program

ETHICAL EXPECTATIONS:

- All student and staff information remains confidential
- Professional dress
- Share concerns with school staff only
- No smoking, nicotine substances, drugs or alcohol allowed on school grounds
- No weapons allowed inside school or at school-related events
- Do not use school equipment for personal use
- Show respect for all staff and students
- Personal religious or political beliefs should not be shared
- Talk to all students in the same manner
- Avoid sexist comments

ETHICAL EXPECTATIONS (CONT.):

- Treat all students in the same manner
- Maintain appropriate boundaries between adult and student
- If you sense that a student may be developing a personal interest in you-get help. See an administrator immediately.
- If working individually, keep windows/doors open
- Touching is always an area of caution.
- Always wear an identification badge when in school building
- Do not provide your telephone number to any student and do not ask for the telephone number to any student.
- Do not provide your address to any student and do not ask for the address of any student

ETHICAL EXPECTATIONS (CONT.):

- Do not email, text, or interact in social media with an individual student
- Do not offer or agree to transport any student at any time
- If working one-on-one, do so in a public area
- Discuss problems or concerns with an administrator, teacher or appropriate staff member.

SERVING AS VOLUNTEER



SERVING AS A VOLUNTEER

- Any volunteer who will have direct contact with students without the continuous supervision of a staff member present for an extended period of time and/or on a long term or regular basis (e.g. semester or school year) will be required to submit to a criminal background check, including fingerprinting.
- Examples of such volunteer roles subject to this requirement include: tutoring, assisting club or athletic activities, clerical assistance, and test administration assistance.
- Examples of volunteers who do not have unsupervised access to students and are not subject to this background check include guest speakers or parent/guardian who assists in the classroom or accompanies his/her child's class on a supervised field trip where each group is supervised by a staff member

SERVING AS A VOLUNTEER (CONT.)

- Volunteer opportunities are assigned on the basis of an individual's qualifications, availability and school needs.
- All volunteers serve under the supervision of an assigned staff member.
- Dependability and promptness are important to the volunteer experience. Please call the front office if you will be late or unable to volunteer on the scheduled day.
- Student discipline is not a volunteer's responsibility. Inform supervising staff member of any disciplinary concerns that may arise.

SERVING AS A VOLUNTEER- CHILD ABUSE

- State law requires that education professionals are mandated reporters of suspected child abuse. A volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it immediately to the teacher, supervising staff or administrator.

SERVING AS A VOLUNTEER- HARASSMENT

- No person, including school staff, students, parents and volunteers, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, or other protected group status.
- Sexual harassment is behavior that is of a sexual nature and unwelcome. Adult-to-adult, adult-to-student, student-to-student or student-to-adult harassment is prohibited. If you believe you are a victim of harassment of violence or having information about such behavior, you must report to an administrator immediately. Furthermore, you agree to not engage in such behaviors also.

SERVING AS A VOLUNTEER- CONFIDENTIALITY

- Confidentiality is not only a legal responsibility; it is essential for the protection of students and families.
- Information protected under confidentiality clause includes student performance, student behavior, conversations heard amongst staff, concerns with teachers and staff, incidents with students, health and medical issues, and parent information
- Volunteers respect the confidentiality of his/her relationship to the school
- Volunteers are careful to ensure that a child's work and behavior in school are held in confidence.

Watch this video: <https://studentprivacy.ed.gov/training/school-volunteers-and-ferpa>

