



Educating minds and shaping hearts for service to God in His world.

Volunteer Policy

Introduction:

When children enter Grand Haven Christian School (GHC), teachers and parents become partners in facilitating children's learning. It is important to allow our children to experience and witness parents and teachers working together as examples of Christ's love. This helps children realize there is alignment between home, community, school, and church. Parents and other caregivers who work in the school also come to better understand their child's education and how the school functions. School volunteers serve under the direction of school staff and administration to meet the needs of the school and students. This document outlines the expectations we have for all volunteers who work with GHC students. Please read this policy carefully. Before you volunteer each year, you must agree to accept the terms and conditions of the GHC Volunteer Policy.

Policy

Confidentiality:

Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at the school is private. You are in a unique position when you volunteer in a school setting, to have information that is not to be shared with anyone (academic, medical, financial, legal, etc.). Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. You may not discuss a child with anyone, not even with that child's parents. You must always refer any questions or concerns regarding students at GHC to the child's teacher or the principal.

Volunteering During School Hours:

Volunteers must check in at the office to receive a visitor's pass. Please then also sign out when you are ready to leave campus. When you are volunteering at GHC, you are demonstrating support for Christian education.

Please understand that in the academic settings, it is important to be able to give your full attention to the task at hand. For this reason, please do not bring any siblings/children with you when you are volunteering during school hours. Volunteering in the classroom must be prearranged and scheduled with the classroom teacher. Parents cannot drop into classrooms unannounced, or stay beyond their scheduled and prearranged time, except by invitation of the classroom teacher. Volunteers are never to be alone in the classroom. They must always be under the supervision of the assigned teacher. For your own protection, never find yourself alone in a room with a child unless he/she is your own child.

If you are attending a field trip as a driver and/or chaperone, we expect and demand your full attention for the children you are supervising on the field trip. We require that you have a valid driver's license, proof of insurance and a safe vehicle for children to ride in with the appropriate car seats and seat belts. Volunteers may not bring other children with them. Exceptions: At times, teachers invite other family members for special functions.

Volunteering Outside School Hours:

Parents who volunteer outside school hours may at times find it necessary to bring siblings to school. At these times, those children must be under the parent's direct supervision. The parent is responsible for the children's safety and must keep the children with them at all times.

Language and Behavior:

Remember, all adults serve as role models for our children. We must strive to exhibit Christ-like character at all times. Profanity, inappropriate language or discussions, harsh language, sarcasm, and putdowns are not allowed on campus or on field trips.

Social Media:

In keeping with our goal of partnering with the home and school, volunteers are not allowed to post negative criticisms or statements about students, teachers, parents, administrators, or school policies and practices. Violation of this policy jeopardizes a parent's invitation to volunteer, as well as the family's enrollment at GHC.

Classroom Disruptions:

Please conduct all private conversations outside of the classroom. Teachers need the attention of the students during their instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways are distracting as well.

Refrain from addressing personal concerns regarding a teacher's techniques, attitude, style, and classroom management during volunteer times. Concerns such as these must be discussed by appointment with the teacher.

Cell Phones:

Cell phones are to be turned off or silenced in the classrooms. If you need to be reached, please let the office know you are expecting a call and the office staff will contact you as needed.

Discipline:

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. On field trips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

Students Must Treat Volunteers With Respect:

Adults are to be respectful to children, and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the principal as soon as possible. Elementary aged children are still learning appropriate behavior and this is an opportunity to teach respect. Children must address volunteers as Mr., Mrs., Ms., Miss, or Dr.; they should not address volunteers by their first name.

Grand Haven Christian School Volunteer Policy Agreement Form

As a volunteer worker at Grand Haven Christian School, I realize that I will not be paid or compensated in any manner for my services.

I agree to submit to a background check completed by the school’s administrative team utilizing the State Of Michigan’s internet criminal history access tool (ICHAT) in order to work in the school setting. While working as a volunteer, I understand that I may not be covered with liability insurance. Liability and accident insurance is not provided for all volunteers. I understand that I should consult with my own insurance agent regarding the extension of my personal insurance to include community volunteer work.

I realize that my services do not replace or relieve the teachers from their responsibilities, but rather serve to allow the teachers to do a better job in completing their assignments.

If problems arise during my work as a volunteer, I understand that I should discuss these problems with the teacher or employee I am working with. If necessary, I will make the principal aware of concerns that cannot be handled by the teacher or staff employee with whom I am working.

If I cannot fulfill my responsibilities as a volunteer, I will make the principal or appropriate staff member aware as soon as possible so arrangements can be made to cover my responsibilities. If the school does not need my volunteer services, I understand that a GHC staff member will make every effort to notify me in advance.

I have read, understand, and agree to adhere to the terms of this policy for the 2019/20 school year.

For field trip transportation, please submit a valid driver’s license and proof of insurance to a member of the office staff.

Volunteer Name PRINT (First, Middle, Last) Birthdate

Volunteer Signature and Date Date

FOR OFFICE USE ONLY

If serving as a field trip driver/chaperone, please provide the following information to office staff.

____ Valid Driver’s license - expiration date _____

____ Proof of insurance - expiration date _____

Signature of Principal/Office Staff Date
