

Temecula Preparatory School

School Leadership Council



VOLUNTEER HANDBOOK

2008 ~ 2009

INTRODUCTION AND WELCOME

This handbook is directed to volunteers who are parents, grandparents, retired persons, former teachers and administrators, and persons from the business community – anyone wishing to devote a portion of his or her time to one of the most important systems in any community: public schools. Because we want for you to get the most from your volunteer experience, we want to make sure you are an informed volunteer.

Dear Parent and/or Friend,

If you are taking the time to read this it is most likely you have either agreed to or are considering partnering with the Temecula Preparatory School as we strive to inspire our students to become virtuous citizens, critical thinkers, and life-long learners through our classical education and our example of virtue. With this in mind, let me say “Thank you” upfront for your willingness to be a volunteer.

Your volunteer service is not only deeply appreciated, it is essential. To try to imply that we are able to reach our goals and fulfill the vision of this school without volunteer parents and friends is disingenuous. We need you!

As you are probably already aware, TPS is a unique institution and is well respected for the service it provides to students. Interestingly, this service is quite simple in form. We provide students with a three-tiered education consisting of: Virtus (Virtue), Disciplina (discipline or wisdom) and Docere (knowledge). These three aspects of our education form a strong foundation upon which our students can succeed.

In working with us to provide the three critical parts of education here at TPS you will be helping to provide organizational structure, classical curriculum, classical instruction, a complete trivium experience and a distinct classical culture.

These are high and lofty goals, but should there be any other, especially when we are talking about the future of our society?

I am sure you can imagine -- there is plenty work to go around, from hands on service opportunities to administrative and leadership functions for the volunteer committees and the School Leadership Committee.

There is a good quote from Edmond Burke about getting involved, “*Nobody made a greater mistake than he who did nothing because he could do only a little.*” Thank you for believing your role, no matter how small it is in your eyes, is still worth giving of your time, resources and energy.

One hour a week, one day a week, one day on a special project or as a chaperone on a field trip – your efforts make a difference for students and for our school community.

I can guarantee the role you play is much bigger than you will ever know for one simple reason: we are in the business of changing students’ lives.

Ex Adyto Cordis,
Scott Phillips
Headmaster and Executive Director

RULES AND RESPONSIBILITIES

Thank you for considering a volunteer opportunity with Temecula Preparatory School (TPS). Your help is instrumental in enhancing the educational experience of our students.

In order to help create a positive parent volunteer experience, please take a few minutes to read through this handbook. This handbook contains TPS volunteer policies and procedures. If you have any questions please contact one of the parent volunteer coordinators.

TPS Volunteer Procedures

Temecula Preparatory School and the Governing Board of Directors (BOD) appreciate the valuable contribution made to the school by the volunteer assistance of parents and other community members. The following information outlines the procedures required to become a volunteer. Our primary concern is the safety of all our students and staff.

All Volunteers Shall:

- Complete a volunteer application
- Disclose whether they have been convicted of any crime
- Adhere to all school rules and support the mission and goals of TPS
- Sign a confidentiality agreement and refrain from discussing confidential performance or actions of students

On-campus Volunteers with Potential Contact with Students Must Also:

- Complete fingerprint clearance (live scan) as stated in the BOD volunteer policy.
- Obtain Tuberculosis clearance every 3 years.
- Provide TPS with a copy of his/her Drivers License
- Submit all required volunteer paperwork
- Complete volunteer orientation

TPS Shall:

- Provide volunteer orientation
- Provide instruction as to needed parent volunteer assignments
- Provide a parent volunteer badge which must be worn while volunteering on campus
- Provide a parent volunteer sign-in log located in the office
- Maintain all volunteer applications and documentation in a confidential manner in the Business Office
- Provide supervision for each volunteer position

Lists of cleared volunteers will be provided to appropriate personnel upon request. Upon approval by the TPS Administration /Board of Directors, a picture ID badge will be issued to the volunteer and must be worn while performing volunteer duties on school property.

Volunteer Responsibilities

The role of the parent volunteer is to augment the paid staff with various defined duties in select areas as determined necessary by the TPS Administration and Board of Directors. TPS volunteers are not paid employees. Volunteers shall at all times conduct themselves as a professional and ethical member of the school team. All volunteers shall have a person designated as their supervisor to keep all volunteers benefiting the mission of TPS.

Volunteers shall be subject to the policies, procedures, rules and regulations of TPS

1. No TPS volunteer may use the TPS name or initiate any fund-raising or other activity without specific permission of the TPS administration.
2. TPS volunteers shall be assigned job tasks in accordance with the school's needs and desires.
3. All activities of TPS volunteers and volunteer groups shall be under the direction of a TPS representative.
4. TPS volunteers shall participate in any required training or orientation prior to being given an assignment or task.
5. TPS volunteers shall not use their association with TPS for personal gain, nor shall volunteers misrepresent their status of affiliation with TPS.
6. Termination of any TPS volunteer may be without cause, at the discretion of the TPS Administration or Board of Directors.

WHAT DO VOLUNTEERS DO?

- School operations and social events
- Library support
- Recess and lunch duty
- Office and teacher support (outside the classroom)
- Special programs and graduations
- Parent directory
- Field trips and classroom support
- Upper and lower school field trip planning and organization
- Chaperones on field trips as required by each class/teacher
- Classroom parents-to be selected by the teachers, must be live scanned
- ASB
- Fundraising support
- Student store
- Scrip
- Other fundraisers

As TPS grows, the need for volunteers will increase. Everyone's talents are different and seen as a great opportunity for growth of the Parent Volunteer Program.

For more information, please see the School Leadership Council Interest Form under "Volunteer Corner" at www.temeculaprep.com, or please contact slc@temeculaprep.com.

VOLUNTEER SAFETY PROCEDURES

Temecula Preparatory School and Board of Directors appreciates the valuable contribution made to the school by the volunteer assistance of parents and other community members. The following information outlines the procedures required to become a volunteer. Safety is our primary concern.

To ensure the safety of all TPS students the following information is required of all volunteers whose efforts involve on campus/direct contact with the students of TPS.

- Completion of Volunteer Application. All volunteers must complete this form.
- TB Clearance, defined as a negative PPD test or CXR if indicated, within the last 12 months. TB clearance must be updated every three years.
- Finger Print Clearance (live scan).

- Copy of your valid Driver License.
- Sign a confidentiality agreement and refrain from discussion of the confidential performance or actions of students.

All volunteer positions will be supervised by TPS staff to keep all volunteers benefiting the mission of TPS. Volunteer policies are as follows:

- Volunteers shall be subject to the policies, procedures, rules and regulations of TPS.
- No volunteer may use the TPS name or initiate any fund-raising or other activity without specific permission of TPS.
- TPS volunteers shall be assigned job tasks in accordance with TPS's needs and desires.
- All activities of TPS volunteers and volunteer groups shall be under the direction of a TPS representative.
- TPS volunteers shall participate in any required training or orientation prior to being given an assignment or task.
- TPS volunteers shall not use their association with TPS for personal gain, nor shall volunteers misrepresent their status or affiliation with TPS.
- Termination of any TPS volunteer may be without cause, at the discretion of TPS Administration and the Board of Directors.

All volunteer applications and subsequent documentation will be kept in a confidential manner in the TPS business office. Lists of cleared volunteers will be provided to appropriate personnel upon request. Upon approval by the TPS Administration /Board of Directors a picture ID badge will be issued to the volunteer that **MUST** be worn while performing volunteer duties on school property.

CAUTIONS FOR VOLUNTEERS

TPS considers its primary responsibility to be the protection and nurturing of children. For this reason, we must do everything possible to prevent people who would prey on children from having access to our school. Any suspicion of improper or illegal dealing with children will be handled swiftly and seriously, with the involvement of law enforcement as required and necessary:

- Do not use your position to promote your own religious, political, economic, or social bias.
- Do not use student restrooms.
- Do not drive alone with a student in your vehicle.
- Do not take a child alone to the restroom, an office, a classroom, or to any other private place on campus.
- No volunteer may hold a student in his or her lap. All school personnel must be extremely careful not to touch a child in any way that could be interpreted as inappropriate.

DISCLOSURE OF POSSIBLE ABUSE

In California, it is the legal obligation of all school personnel to report any suspected case of child abuse. If a child indicates to a volunteer that he or she has been, or is, the victim of abuse, or if a volunteer has strong suspicions that a student may be an abuse victim, the volunteer must inform the TPS school administration, staff, or office personnel, as the people in these positions are *mandated reporters*.

One of the most difficult things to handle may be when the student who asks the person in whom they have confided to "promise not to tell". A volunteer cannot make such a promise and should be clear about that to the child. Don't try to counsel the child. Remain merely a sympathetic

“listening ear” without being judgmental or trying to offer solutions. Assistance and counseling should come from those professionals with the responsibility and experience to provide it.

HEALTH AND SAFETY REGULATIONS

Drug-Free Workplace

Temecula Preparatory School is a drug-free workplace. Volunteers shall not have consumed alcoholic beverages or taken illegal drugs when working at our school.

Smoking

Smoking is prohibited on all school property. Therefore, volunteers are not allowed to smoke during their time of service.

Health/Dress Code

- Please do not come to school if you are ill. This includes a cold, sore throat, or cough.
- Students learn by example, and we ask that you act as a model by using good health habits when you are at school.
- All school staff are expected to maintain good personal hygiene. Be certain that you are keeping yourself well-groomed and physically approachable by children.
- TPS is a “uniform” school. Please make sure you model an appropriate and modest dress code when you volunteer. (Please refer to board policy below.)

Chaperone/Volunteer Dress Code – BP 5122

This dress code is being adopted for the same reasons that the students wear uniforms and have a dress code. The uniform underscores the seriousness of purpose and promotes a sense of identity, while eliminating self consciousness and social competition. The faculty and staff are also held to a dress code and so shall the volunteers while on campus and field trips.

Clothing should reflect the nature of the activity one is involved in, and type of work being performed. This includes: cleanliness, neatness and modesty which are absolutely necessary at all times while representing TPS on field trips or working on campus as a volunteer. While in the community acting as a chaperone, a TPS green polo shirt would be very nice to show that you are a part of the group, promote our school and make it easier for the students to locate the parent volunteers. All clothing should be clean and without rips or holes. Remember you are representing TPS and the uniform and dress code are an integral part of our school. Thank you for volunteering.

Safety

- Be aware of the school playground regulations.
- Supervise climbing, running, and any contact activities carefully.
- Report any dangerous conditions to the noon duty supervisor.

Blood

The general public has been made aware of blood-transmitted diseases. If there is blood on a student, immediately secure a staff member.

Accidents

- If an accident occurs, immediately secure a staff member.
- Never move a child involved in an accident. A member of the school staff will initiate proper procedures for accidents.

CONFIDENTIALITY

Perhaps one of the greatest obstacles in the path of effective use of volunteers, especially parent volunteers, is the worry on the part of teachers and school administration regarding the possible misuse of privileged information. Once anyone begins to work in a school setting, he/she becomes privy to knowledge about children's behavior patterns, academic ability, emotional maturity, relationships with others, etc. In some cases, information of this nature is imparted in order that the volunteer might work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their "public image". One also forms personal opinions about the professional competency of the individual teachers and the administrative staff.

There is nothing wrong with the volunteer possessing such knowledge and arriving at personal conclusions. This knowledge or these opinions, however, should never be shared in the community or with anyone who has no legitimate need to know. Similarly, care must be taken not to make comments harmful to the reputation of any child, professional, or other volunteer.

If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, the Lower School Principal, Upper School Principal, or the Headmaster.

A volunteer has every right to expect that his or her reputation will be treated with the same confidentiality and respect.