

Kodiak Christian School Volunteer Policy

Volunteers are integral to the success of Kodiak Christian School. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of Kodiak Christian School.

Kodiak Christian School encourages and promotes the use of school volunteers in order to expand and enhance parental and community involvement within our school while maintaining safety and security for students and staff.

Volunteer Policies:

All volunteers must sign in at the school office before proceeding to their volunteer site. Volunteers must wear a visitor's tag while in the building at all times.

Volunteers should be punctual and prepared. If something arises, and you cannot meet your volunteer responsibilities, please try to find another parent to take your place or let the teacher know.

Volunteers serve as positive role models, and therefore should use appropriate language, be encouraging, and dress modestly.

Volunteers **must keep** any information about a student or any school-related incident **confidential**. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.

Volunteers will work within the rules of the school, as determined by the teachers and the principal.

Volunteers have read and agree to follow the guidelines in the Kodiak Christian School Volunteer Handbook.

Volunteers have read and agree to foster the Kodiak Christian School Statement of Faith.

When working with students the volunteer should **not**:

- *Leave a student unsupervised.
- *Take students off the school property without permission from the school staff.
- *Give food, drink, or candy to any student unless authorized by school personnel.
- *Discipline students.

Volunteers should expect obedience and respect from students at all times. If disciplinary problems should arise, please relate the issue to the student's teacher to handle.

I understand these guidelines are in place to help and protect me as well as the students, and I agree to abide by them.

Volunteer Name

Volunteer Signature

Date