

# KODIAK CHRISTIAN SCHOOL

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# VOLUNTEER HANDBOOK

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# Welcome

*Dear Volunteer,*

*I am thrilled that you have chosen to volunteer at Kodiak Christian School. Volunteers are a vital part of achieving our goals at KCS. There are a myriad of volunteer opportunities here at KCS, including reading in the classroom, making copies for teachers, assisting with Book Fairs, and planning events like the Fall Auction, 50s Dinner, and Alumni Gala.*

*The Kodiak Christian School administration realizes that we could not accomplish many of the things we do here at KCS without our volunteers. YOU are vital to the success of the school. Your time, talents, and resources, are greatly appreciated. I hope that you find an area in which to volunteer that fully utilizes your particular talents, and that your volunteer experience with us is rewarding and positive.*

*The following information package includes pertinent details about Kodiak Christian School, and the roles and responsibilities of our volunteers. If you have any questions please feel free to contact myself or the office staff.*

*Once again, welcome and thank you for your willingness to serve!*

*In His service,*

***Katherine Baquero***

*Principal of Kodiak Christian School*

# About Kodiak Christian School

## **Kodiak Christian School's Mission is:**

To provide the local Christian community, by partnering with parents, a Christ-centered educational program of challenging academics and character development which cultivates the God-given potential of all students to be transforming influences in their world.

## **Statement of Faith:**

- We believe the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and they are of supreme and final authority in faith and life.
- We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth and sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His future personal return in power and glory. We believe that for the salvation for the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life.

# Volunteering at Kodiak Christian School

## Purpose of the Volunteer Program

- Most importantly, to ensure the safety of the students.
- Create a sense of community among volunteers.
- Provide an organizational structure through which parents and volunteers work with administrators, teachers, and staff to achieve spiritual and educational objectives of the school.
- Provide standardization and coordination of communication efforts.
- Provide policies and training support for all volunteers
- Encourage and stimulate parental participation in the life of KCS.
- Welcome new families and facilitate their transition into the KCS family.
- Comply with standards.

## The Importance of the Volunteer

- Volunteers are **VITAL** to what we do at Kodiak Christian School. We absolutely could not do what we do without all our very willing, hard-working volunteers.
- There are myriad of service opportunities within the KCS community, including options for those who work outside the home.
- Volunteers assist the school in all of the following categories:
  - Teacher assistance
  - Administrative assistance
  - Special event planning
  - Fundraising

## Volunteer Structure

- All KCS volunteers operate under the guidelines as outlined in this program manual. This manual is specifically designed to provide direction for all people who desire to serve at Kodiak Christian School.
- No policy in this manual will supersede any school policy as outlined in the Faculty/Staff Handbook or the Parent/Student Handbook.
- All volunteers agree to serve without expectation of compensation.
- All volunteers must commit to providing a safe and secure environment for students and employees.

# Volunteer Policies

## Screening

Serving in the Kodiak Christian School volunteer program is a privilege and requires the agreement of the volunteer to submit to a thorough screening process prior to being permitted to serve. The screening process is outlined as follows:

- Submit a KCS Volunteer Application
- Authorize school to contact references if applicable

## Confidentiality

Confidentiality must be observed in all matters. Be professionally discreet; never publicly discuss students, parents, or educators. Especially if you hear sensitive information, be respectful and do not repeat to others.

## Communications

Modes of communication vary according to the volunteer position, as well as the preference of the committee chair, room mom, or teacher. If ever you feel as if communication is lacking, simply ASK! We want to improve communication, but we may need your help.

## Standard of Appearance

- Dress within the spirit of the faculty/staff dress code, especially if you are working alongside the teacher in the classroom.
- Attire should be modest and in good taste.
- Blouses that are see-through or have spaghetti straps should not be worn.

## Emergency Procedures

Should you be on campus during a drill or actual emergency, instructions are posted in each classroom indicating how to leave the building, as well as where you should report if there is any other emergency. Look for a school employee to guide you.

## **Grievance Policy**

Kodiak Christian School recognizes the need to have a biblical model for filing a grievance or resolving a conflict. The objective of this policy is to establish biblical guidelines for the resolution of conflict and grievances in the partnership between parents and the school. These guidelines, based upon **Matthew 18:15-17**, are to be followed as the means for resolving all conflict.

### **Volunteer grievance guidelines:**

- In situations where differences arise between volunteers or between a volunteer and staff, it is advised to first try to resolve these differences amongst the parties involved.
- If a third party is needed, the school administrator is to be informed and involved. Under no circumstances shall differences be made public or involve other members of the organization.

## **Kodiak Christian School Volunteer-Student Interaction Protocol**

Kodiak Christian School strives to provide a safe environment for students, families, employees and volunteers. The interaction between adults and children must be consistent in order for children to feel secure. Most often students will interact directly with teachers and administration. Relationships are built and students become very comfortable around the adults that they interact with on a consistent basis. However, there are times when students will also interact with volunteers with whom they have little or no opportunity to build relationship.

The following guidelines are designed to provide consistency for interaction between KCS volunteers who do not regularly interact with students.

### **Volunteers will:**

- Wear an official Volunteer badge while on campus at all times.
- Introduce themselves by name and position before initiating communication with a student whom they are not familiar with.
- Formally introduce themselves again if there is any chance a student might not remember him/her.
- When possible, use the student's name while communicating with them.
- Not interact with a student in a disciplinary situation.

## **Mandatory Child Abuse Reporting**

Teachers, administrators, and certain other employees of all schools have long been subject to the mandatory reporting requirements of the child abuse reporting statute. The law provides it is a crime for a mandatory reporter knowingly and willfully to fail to report suspected child abuse.

On June 30, 2017, a new category of Mandatory Reporters came into effect. Volunteers who interact with children in a public or private school for 4 or more hours a week will also become Mandated Reporters.

State law (A.S. 47.17.020) requires that persons who are mandatory reporters who, in the performance of their occupational duties have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect, shall immediately report the harm. A.S. 47.17.290 defines "reasonable cause to suspect" as "based on all the facts and circumstances known to the person, that would lead a reasonable person to believe that something might be the case." It is not your responsibility to determine if the information you receive is accurate or whether the child is a reliable source. It does not matter how long ago the act happened, where it happened, or whether or not you believe it happened.

Mandated reporters must report suspected abuse or neglect immediately, which means as soon as reasonably possible and no later than within 24 hours.

**All volunteers are required to report, as explained below, suspected child abuse if they have reasonable cause to believe that a child is abused.**

A report may be made orally, in writing, or by electronic means to:

Katherine Baquero  
Kodiak Christian School Principal  
3300 East Rezanof Drive  
Kodiak, AK 99615  
kcsprincipal@gmail.com



# Volunteer Guidelines

## General Guidelines

- All volunteers must check in at the front desk upon arrival. You will be given an official KCS visitor's badge, which is to be worn in a highly visible location.
- Please be prompt and dependable. Take your commitment seriously. People are counting on your presence at an appointed time. If you must be absent, please make every effort to contact the teacher, staff, or another parent volunteer.
- A volunteer should not be with an individual or group of students in a private location unless a paid employee is also present. This is for the protection of the student, the volunteer, and the school.
- Stay with the student group you are helping. Only attend to the activities for which you are on campus.
- Seek to understand and accept all students.
- Follow rules established by the supervising employee.
- Direct students to the employee in charge if students are in need of specific assistance or are requesting permission of any kind.
- Direct all disciplinary situations to the supervising employee.
- Volunteers serve in an effort to make the school process function at a higher level. All interaction between KCS students and volunteers must be positive in nature. In the event there is a conflict between a volunteer and a student it must be resolved by the supervising employee and not the volunteer.
- Be supportive, and do not gossip.

## **Volunteer-Kodiak Christian School Staff Interaction Guidelines**

- Communicate regularly with the teacher or staff member with whom you work.
- You will be most helpful as a volunteer if you are willing to do whatever needs doing. But if you aren't getting to do the things you'd like to do, discuss that with the teacher after school hours.
- Support and supplement the instructional program of the teacher.
- Do not expect the teacher to have time to chat. Class time must be focused on the students. If you need to talk to the teacher about your student, make an appointment to talk outside of school hours.

## **Volunteer-Student Interaction Guidelines**

- Understand the class rules so there are consistent behavior expectations for the students.
- Inform a supervising teacher or administrator when you witness students misbehaving.
  - It is NOT your responsibility to discipline the students. It is okay to ask students to stop unsafe or unkind behavior, but the next step is to let a teacher or other school employee know about the problem and allow them to handle it.
  - If you are having trouble with a student or group you are supervising, let the teacher know immediately, and ask him/her how he/she would like you to handle similar situations in the future.
- Do not raise your voice when speaking to a student.
- Never place your hands on a student.
- Never use corporal punishment.
  - KCS does not practice or permit corporal punishment
- Never be alone in a room with a student.
- Always be in public places.

- Set a good example for our students, as well as the other volunteers, of Christ-like behavior.

### **Volunteers' Code of Conduct**

- Take your commitment to our organization to heart, performing your duties to the best of your ability.
- Honor confidentiality.
- Respect the mission and goals of Kodiak Christian School.
- Deal with conflicts or difficulties in an appropriate manner as outlined in this manual.
- Respect the property of Kodiak Christian School.
- Be courteous, friendly and cooperative.
- Offer constructive feedback about our organization in an appropriate manner.