



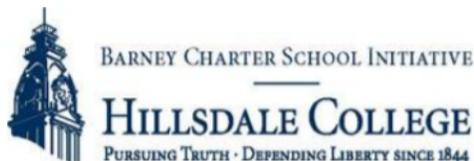
# **Volunteer Guidelines**

**2021-2022**

Ivywood Classical Academy

*Home of the Eagles*

Updated June 1, 2021



## **IVYWOOD VISION AND MISSION**

### **Vision**

Our scholars desire the truth, do the good, and love the beautiful.

### **Mission**

Ivywood Classical Academy teaches and equips scholars to become moral and intellectual leaders in a self-governing society. We inspire wonder.

## **IVYWOOD CORE VIRTUES**

Courage ♦ Respect ♦ Excellence ♦ Integrity ♦ Humility ♦ Self-Government ♦ Wonder

## **VOLUNTEERISM AT IVYWOOD**

Ivywood Classical Academy rests on a partnership between the school and families. Volunteering is a crucial element in that partnership. Ivywood Classical relies on volunteers throughout the school day and during other events sponsored by the school. The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs during the school day are primarily in assisting teachers with their administrative and supervisory tasks.

## **EMERGENCY AND DRILL PROCEDURES**

During fire drills and evacuations, all volunteers must remain with the teacher or group they are helping. If a volunteer is not with a class at the time of a drill, he or she must report to and stay with any teacher while the school takes attendance. To ensure the safety of everyone on campus, volunteers must be attentive and follow the instructions of Ivywood Classical Academy faculty and staff. During lockdowns and lockdown drills, volunteers must enter the nearest classroom and follow the procedures as directed by Ivywood Classical Academy faculty and staff. For safety and attendance purposes, volunteers must practice school emergency drills while on duty.

## **VOLUNTEER CONFIDENTIALITY POLICY**

Volunteers may inadvertently have access to private information and observe situations of a sensitive nature. Any information about students, grades, faculty, etc. is to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, it may only be discussed privately with a faculty or staff member directly involved or interested, the Principal, or a member of the Board of Directors. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

## **VOLUNTEER EXPECTATIONS AND POLICIES**

### *Terms of Agreement*

Volunteering is a privilege that may be revoked by the Principal or Board of Directors if either believes there is a conflict of interest, a violation of confidentiality, or if there is not a good fit. If a volunteer's presence becomes a distraction to staff or students, that volunteer may be asked to limit his or her time at the school.

### *Be Involved*

Ivywood encourages all adults—parents, step-parents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of Ivywood's students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children. To this end, volunteers are responsible for knowing and understanding the contents of Ivywood's Charter and are encouraged, but not required, to participate on school committees and provide other volunteer services.

### *Set a Good Example*

Volunteers must be respectful in speech and deed with other volunteers, parents, students, and teachers. Adults set the tone of the school and it is crucial the volunteers model good behavior and speech for students in particular.

### *Dress by Example*

Volunteers are required to dress in the spirit of the staff dress code policy, which is to diminish distractions, develop a proud school culture, and elevate the tone of school.

### *Check In and Wear a Badge*

All volunteers must enter through the main entrance and sign in at the front office. Should volunteers wish to go beyond the main office, a background check will be conducted, and a badge will be issued, identifying that the volunteer properly checked in through the office. It is the responsibility of all staff members to help monitor the halls to ensure that all volunteers have properly checked into the office. Any individual who does not have an appropriate name badge will be asked to return to the front office to ensure that the proper procedure is followed.

### *Restroom Use*

Volunteers must use one of the single-user restrooms located around the school designated for staff only. Under no circumstances should a volunteer use a restroom set aside for student use.

### *Find the Right Fit*

The teacher has the primary responsibility for student learning in the classroom, and the teacher's individual teaching style sets the tone for the classroom. Those who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a volunteering style, the volunteer will either need to adjust his or her style or find a more compatible setting to volunteer within Ivywood.

### *No Cell Phones or Electronic Devices*

Volunteering at school is a time to engage in the education of children. For this reason, volunteers must not use their cell phones and other electronic devices during their time at the school.

### *Photographs*

Out of respect for the privacy of our families, parent volunteers may not photograph, record, or use the names of students on social media or for any other purposes.

### *Reporting Grievances*

Any grievance or concern a volunteer has with a student, faculty, or staff member will be handled by the procedures defined in the Student Handbook. Under no circumstance is it ever acceptable for a volunteer to confront a faculty or staff member about an issue when students are present or in a venue in which students may overhear or see such confrontation.

### *Reporting Incidents*

Volunteers have an affirmative duty to report concerning situations or activities to a teacher or staff member.

### *Discipline*

Volunteers must report discipline problems that might require intervention to the appropriate teacher or staff member.

### *Be Prudent*

Volunteers must model mature and respectful relationships with students, staff, and other parents at all times. There can be some tense and trying times when working with children, and keeping calm is crucial to the general culture and atmosphere of the school. It is the school's expectation that concerns about other parents and volunteers be addressed with the interested parties in a responsible and friendly manner.

**VOLUNTEER ACKNOWLEDGEMENT**

I have received the Volunteer Guidelines for Ivywood Classical Academy, and I understand that it is my responsibility to read and comply with the guidelines contained in this document and any revisions made to them.

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Volunteer's Signature

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Volunteer's Name (Print)

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Date