



Volunteer Handbook

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SECTION 1: PURPOSE AND PHILOSOPHY

1.1 Purpose

1.1.1 Welcome to OMNI International School's growing rank of volunteers. We desire to encourage increased participation and partnership in our local school community through volunteers like you. To maximize everyone's efforts and for the children to reach their full educational, physical, emotional and social potential, it requires the commitment and involvement of all the community members: students, teachers, parents, guardians, school administrators, and community organizations. Volunteer hours are **MANDATORY** at a rate of 24 hours per family. With the understanding that our parents are professionals and have other responsibilities and commitments, these hours are transferable to include family instead of per parent. Parents are automatic members of the Parent Volunteer Community (PVC) but must be recommended or initiate committee memberships. PVC dues will be billed to your TADS account at \$10 per person each year at the beginning of each school year.

1.1.2 We recognize the importance of community involvement and volunteerism and many staff members contribute endless hours of volunteer time. The purpose of volunteers is not to replace the work of the teacher but rather to assist the administration and staff in improving the quality of the school environment through various initiatives.

1.1.3 Volunteers do make a difference! Volunteer participation will be an opportunity for you to share with others to enrich our students' education experience. You will discover the rewards of helping students achieve their personal best and at the same time gain useful experience in any area you avail yourself. We hope that the experience of volunteering in our school will offer you a greater awareness of the variety of challenges and opportunities confronting our education system in general and OMNI more specifically.

1.2 Philosophy

We firmly believe that structured programs in schools provide the optimum learning experience for students, teachers and parents. Did you know that...(1) Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement and cognitive development and improves student behavior and attendance. (2) Teachers come to see parents as valued partners in extending and enriching the educational program. (3) Teacher morale and job satisfaction improve through consistent support and cooperation with parents. (4) Parents come to know they make a difference in the school through contributions of time and talent. (5) Staff recognizes volunteers as friends and partners in developing a quality learning environment. (6) Teachers invite volunteers to become aware of the major responsibilities and procedures that are common throughout the school.

SECTION 2: VOLUNTEER CODE OF ETHICS

2.1 Confidentiality

1. A volunteer operates in a position of trust. Personal information about students or employees must be kept confidential. 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, and more. In some cases, information of

this nature is imparted so 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. Children's actions, responses, progress or problems at school are not for sharing in the community.

2. Conversations between parents, teachers, and students in the school are confidential. Refrain from discussing these outside the school. Refer any concerns to the Teachers and/or administration.
3. Also, volunteers are in a position to learn more about staff members than would typically be known from their "public image." One also forms personal opinions about the professional competency of the individual teachers and Head of Schools. Similarly, care must be taken not to make comments harmful to any professional or other volunteer's reputation.
4. 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, with the Head of School.
5. A volunteer has every right to expect that his or her participation will be treated with the same confidentiality and respect.
6. Prior to volunteering at OMNI International School you must have reviewed this Volunteers Handbook and sign the *Confidentiality Agreement* found in the back. Additionally a background check must be submitted.

2.2 Clearances

Volunteers who serve regularly in the building without supervision MUST complete a Level II background screening in pursuant to the Jessica Langley Law and submit a volunteer application and clearance. A Level II background check is a state and national fingerprint based check. A Level I background check is a simple state only namecheck performed at a local police precinct with a copy of a photo I.D. in which we will accept for parents working alongside teachers and administration. We pride ourselves in the safety of our children and must include parents in these requirements as well. In addition, OMNI will complete a Sexual Offender's Registry check, name check with the Department of Corrections and the Parolee Database.

2.3 Communication

1. Parents of children you work with may consult you regarding their progress. Always direct parent concerns to the classroom teacher. It is the school's responsibility to inform parents of any happenings related to their child, not other parents.
2. If problems or concerns arise, first discuss them with the appropriate staff member/teacher, and if necessary, the administration.
3. Volunteer efforts in the school must not be used as an opportunity for parent-teacher conferences. Teachers need recess and lunch breaks; arrange appointments for other times.

2.4 Dependability

The school relies on your support. We ask in advance that you follow through on tasks by attending to scheduled times and working with acceptable quality. Please always give us a notice when you're scheduled and will be absent whenever possible.

2.5 Respect for others

1. "Parents can tell but never teach until they practice what they preach," Arnold Glasow. Children learn from watching you. Practicing patience and understanding towards the children and staff helps little learners value and apply these qualities.
2. Volunteers deserve to be treated with respect by staff and students. If student behavior is inappropriate and a request for them to change is ignored, volunteers should seek a teacher or administrator's assistance. Administering discipline at school is an OMNI staff's responsibility.
3. While volunteering in school, respect your own child's independence. Children may feel restricted if additional attention is given by volunteering parents.
4. Never, ever talk badly about a child or his/her family. Little eyes and ears are everywhere. If you speak about others, speak only flattering and kind words of encouragement.

SECTION 3: WHAT SHOULD A SCHOOL VOLUNTEER EXPECT?

3.1 A school volunteer should:

- A volunteer should be made to feel that the assistance given is worthwhile and contributes to the overall value of the program in which they are participating;
- Be treated with respect and consideration by all students and staff;
- Be given a suitable assignment in line with their areas of interest, skills, and, if possible, the convenience of location;
- Be given clear instructions and any training necessary for particular volunteer assignments;
- Be given proper orientation to the school with introductions to key personnel and information provided as to parking, storage of personal items, washroom and coffee/lunch facilities;
- Be provided with direct support from staff if difficulties arise.

SECTION 4: WHAT IS EXPECTED OF A SCHOOL VOLUNTEER?

4.1 A school volunteer is expected as follows:

1. To remember that the Head of Schools has ultimate responsibility for all personnel, policy and programs in his/her school, including volunteers;
2. To follow the policies of the school (i.e. signing-in procedures where requested, school behavior codes of conduct);
3. To be reliable. Accepting a school volunteer assignment means a regular commitment to be there - promptly and on schedule. Also, notifying the school in advance if you have to be absent;
4. To assist under the direction of qualified staff following their instruction closely. Work only with those staff members who request your help and work only with pupils referred to by these teachers;
5. To remember that volunteers are in the school to assist and supplement – not replace the role of paid staff;
6. When asked, to offer constructive feedback to staff on your experience as a volunteer and make good use of their evaluation of your performance;
7. To remember you are a role model for students and the school community. Please maintain the highest standards of confidentiality and ethics.

SECTION 5: IMPORTANT GUIDELINES FOR VOLUNTEERS

5.1 Suggested guidelines for volunteers to make a fluid transition...

1. Volunteers are asked to report to the front desk to sign in and receive a volunteer tag. Coats can be left on the rack near the front door. Please do not leave valuables unattended in the building. Contact the staff member with whom you are working to receive directions and materials.
2. As valued members of the school, parents are welcome to use the beverage station for coffee and tea. Please be sensitive to the fact that the staff must provide oversight. Children are not allowed in that area.
3. Please make other arrangements for siblings of students. Experience has shown that trying to divide your attention between the volunteer tasks at hand and keeping an eye on the children, does a disservice to both. Additionally, children in the office area and workrooms pose a safety concern. The workroom space/materials are not for children's use.
4. A school volunteer is not a teacher or an educational programming assistant, not a therapist or a counselor, but first of all a friend who accepts the students as they are. The volunteer can convey by his/her interest, attitude and sincerity that the student is a worthwhile person. Only when people feel good about themselves are they able to learn.
5. Ask questions freely about programs, policies and equipment at a time appropriate both for the staff member and for yourself. Follow the staff person's established procedures. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
6. Share your experiences and talents. Let the teacher know in what you excel (telling stories, singing, playing instruments, handcrafts, computer use, photography, etc.)

If working with students.....

7. Try to learn the names of students.
8. If in the classroom, help students to tackle their work but do not do their work for them. If they get off-track, help them get back on track in a tactful manner.
9. Work at the student's level; sit or stand with him/her. Show your interest and involvement.
10. Speak in a positive way to students – point out the things they have done right, the things they do well. Rushing them or nagging causes more problems than it solves. Belittling a student or making comparisons is harmful.
11. Remind and redirect students of appropriate behavior if they are disruptive or break the rules. Show by example a calm, responsible attitude for dealing with problems. Remember however that corrective discipline is the responsibility of the Head of Schools and the teaching staff.

SECTION 6: STUDENT BEHAVIOR AND DISCIPLINE

6.1 An approach to student discipline

The school strives to provide a supportive, caring and orderly climate that will enable students to develop skills that can help them achieve their full potential intellectually, physically and socially, in accordance with the school's mission statement and policies. School discipline means

a sense of order prevailing in the classroom, throughout the building and on the school grounds. The sense of order offers security and comfort as well as a background for teaching and learning. Discipline should proactively encourage and acknowledge good behavior and support actions, which promote the pursuit of the best possible learning climate. Finally, school discipline is a process involving several partners in education; namely, OMNI, the educators, the parents and guardians, the students and the community. By working together, these partners can create, in each school, a teaching and learning environment that allows every student to reach his/her potential. In adopting the discipline policy set forth by DHR, OMNI International School/OMNI International School Academy prohibits the use of corporal or unusual punishment on any student in its care. To ensure the safety and well-being of the children under OMNI supervision, the following will take place:

- Volunteers will refrain from the use of any corporal or unusual punishment on any student, including, but not limited to the following: spanking, slapping, switching, shaking, pinching, biting, twisting, or pulling; tying with rope, withholding food, force-feeding, denying contact with worker; degrading child or child's family, or humiliating child; creating fear, anger and anxiety, locking child in a room or closet; group punishment or delegating other children to administer punishment; destroying the child's property and any other practices which may physically or emotionally damage the child.
- Allow a trained teacher to use the suggested alternative methods (or other effective means of discipline) made available by OMNI to its employees.

SECTION 7: DISCLOSURE OF POSSIBLE ABUSE

7.1 Legal obligation

1. It is the legal obligation to report any suspected case of child abuse. If a child indicates to a volunteer that he/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 either the supervising teacher or the Head of Schools.
2. 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.

SECTION 8: OCCUPATION HEALTH AND SAFETY

8.1 First Aid

Volunteers need to be aware of "Hygiene Procedures for Handling Blood and Other Body Fluids of All Persons."

1. Wear gloves;
2. Alert administration and/or teacher;
3. Attend to the injury or spill;
4. Remove gloves inside out to prevent contamination.
5. Wash hands after removing gloves.

First Aid kits are available in several locations in the school, i.e. each classroom, front desk, nurse's station. As well, staff members have been trained in First Aid.

8.2 Disaster Plan

Familiarize yourself with the School's Disaster Plan, including class fire drill and lock down procedures. If you are working with children away from their classrooms, lead them out of the building by the nearest exit. There is a red Crisis handbook in each classroom as well as at the front desk.

SECTION 9: ROLES AND RESPONSIBILITIES

9.1 Volunteers perform many different tasks including but not limited to the following:

1. Help in the cafeteria for before care. Students have access to board games, arts and craft, etc. During lunchtime, help is supported to warm meals, provide oversight, ensure students have cutlery, napkins, condiments, drinks, and are cleaning up behind themselves.
2. Help facilitate morning creed, seeing students off to their respective classes.
3. Classroom support
 1. Serve as Home Room Helper (calendar time, music and movement, etc.)
 2. Help teachers prepare curriculum materials
 3. Help students read, coach with projects/games; help with assignments
 4. Photocopy and staple papers as needed
 5. Help with bulletin boards
 6. Classroom clean up
 7. Tutoring
 8. Help with progress notes, assignments, etc.
 9. Help to pack student's bags
 10. Help with projects
 11. Help to make charts
4. Library support
 1. Help with inventory, sorting, labeling with ucp codes
 2. Help with shelf arrangement by subject, level, etc.
 3. Help with automation/circulation
5. Assist with playground supervision
 1. Help to ensure the safety of equipment
6. Afterschool
 1. Homework assistance
 2. Snack at designated times
 3. Assist in board games
 4. Work on specific assignments contingent on schedule i.e. character studies, projects, etc.
 5. Supervise free play
 6. Organize games and activities
 7. Tutoring
7. Guest speakers- Career day or about specific topics
 1. Help to coordinate speakers
 2. Schedule on-site guests
 3. Meet and greet speakers and hold to assigned area
 4. Help guest set up
 5. Help disseminate guest information

8. School beautification
 1. Help to ensure cleanliness with playground equipment
 2. Help to paint where needed
 3. Help with small labor and/or maintenance
 4. Help to keep paper and debris off the grounds
 5. Help to blow the leaves and straw
 6. Help to trim trees where needed
 7. Help to replace bulbs where needed
 8. Help to assess ongoing needs
9. Communications (committees/newsletters/flyers);
 1. Help with weekly announcement information
 2. Help with monthly event calendar, securing talent
 3. Help to create databases as needed for various projects
 4. Help to form a database of supporters, constituents, donors, etc.
 5. Help parents to become aware of drills and lockdowns, etc.
 6. Help to facilitate monthly parent meetings and quarterly socials
10. Health programs
 1. Help to facilitate P.E. class for students
 2. Oversee a parent class on healthy eating habits, choices, etc.
11. Field Trips
 1. Help to chaperone
 2. Help to scout local functions of interest that will benefit student population
12. Clerical Duties
 1. Help with desk coverage
 2. Help to keep application and enrollment information copied and available
 3. Typing, filing and collating material
 4. Make charts/teaching materials;
13. Public Relations Committee
 1. Help with frequently updating social media platforms
 2. Yearbook
 3. Semi-annual newsletter
 4. Fundraising-Institutional, corporations, private, etc.
 5. Corporate development; grant writing; galas
 6. Welcome new parents and students, orientation,
 7. Coordinate OMNI friends-parents, mentors, new students, teachers
 8. Maintain relationships with supporters, donors, companies, families, alumni, etc. with Christmas cards, invitations, etc.
 9. Marketing and Advertising-promotion, press releases, brand & loyalty programs, advertising (print/internet/tv, etc)
 10. Fund raising-Help with programs, dates, launching and other aspects as needed.
14. International Committee
 1. Help coordinate travel overseas to China, Japan; in conjunction with fundraisers, plan field trips abroad
 2. Language/Cultural-Chinese, Japanese; promote cultural exchange; scout cultural functions, encourage attendance
 3. Cultural Exchange-Recruit local host families, recruit international students; promote exposure to targeted language in a natural setting, help foster foreign language and cultural understanding.
15. Special events
 1. Monthly birthdays-Students and Teachers
 2. Teacher and parent appreciation
 3. Local events-day trips

4. Donor/volunteer appreciation
5. Assist on-site visitors
6. Disseminating programs, helping with tickets, assisting at will call
7. Help to raise community awareness of events
8. Help to organize and plan events with timeline and key personnel

SECTION 10: OPTIONAL BUYBACK PROGRAM

10.1 In lieu of your personal time there are tangible ways to obtain your volunteer hours through our buy-back program. The school uses an endless amount of paper goods to include: toilet tissue, paper towels, plates, forks, spoons, cups, napkins, zip lock bags, baby wipes, kleenex, hand soap, hand sanitizer etc. We also use countless arts and crafts and other materials: reams of white paper, multi-colored construction paper, single color construction paper, glue sticks, white glue, pencils, composition notebooks, 2-pocket 3 prong folders, markers, dry erase markers, erasers, all size batteries, stickers for incentives, ongoing goodies for the treasure box (incentive prizes), index cards, posters, etc. Please see the acceptable exchange list below:

| ITEM | Hour Exchange Rate |
|--|---------------------------|
| 24 roll toilet tissue | 1.5 hour |
| 8 pack paper towels | 1.5 hour |
| Styrofoam plates (150 count) | 1 hour |
| Styrofoam cups (200 count) | 1 hour |
| 100 count forks and 100 count spoons | 1 hour |
| 500 count napkins | 1 hours |
| 200 ct zip lock bags quart; 200 count zip lock gallon | .5 hours |
| 80-100 count baby wipes | 1 hours |
| 10 boxes Kleenex | 2 hour |
| Liquid hand soap (10) | 2 hour |
| Hand sanitizer (10) | 2 hour |
| 500 count ream of white paper | 1 hour |
| 10 count glue sticks | 1 hour |
| 250 count multicolor construction paper | 1.5 hour |
| 100 Single color construction paper | 1 hour |
| 5 count white glue | .5 hour |
| 50 count #2 pencils | .5 hour |
| 10 count pink/white erasers | .5 hour |
| 10 Composition notebooks | .5 hour |
| 10-2 pocket 3 prong folders | 1 hour |
| Dry erase markers 4 count | 1 hour |
| 5-10 count colored markers | 1 hour |
| 10 books of stickers | 1 hour |
| 5-100 ct index cards | .5 hours |
| 5-posters (any color) | .5 hours |
| 8 ct -Any size batteries (AA, AAA, C, D) | .5 hours |
| Party favors for incentives (whistles, rings, tattoo stickers, etc.) | Various \$20/hr |
| | |

10.2 In addition to the buy-backs, parents may choose to make a financial contribution in lieu of volunteer hours at a rate of \$20 per hour. A combination of financial contributions, volunteer hours, and buy-backs are permitted. Please see chart below.

| Parent Name | Date | Time | Task | Buy back | Financial contribution | Total Hours |
|---------------|------|------|---------------|---|------------------------|-------------|
| Jill Johnston | 8/1 | 9-11 | Admin Support | | | 2 |
| Jill Johnston | 9/1 | 4-6 | Afterschool | | | 2 |
| Jill Johnston | 10/1 | | | Paper towels, construction paper, napkins, glue, etc. | | 4 |
| Jill Johnston | 3/1 | | | | \$320 | 16 |
| | | | | | | |
| | | | | | | |
| 20__-20__ | | | | | | |
| Total Hours | | | | | | 24 |



CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

I, _____, as a volunteer with OMNI International School/OMNI International School Academy, understand that I must maintain strict confidentiality of student or staff information and not disclose or cause to be disclosed any personal, academic, developmental, financial, psychological, or medical information relating to a student or staff except to appropriate OMNI International School/OMNI International School Academy staff, the student, or responsible parent.

I understand that a breach of confidentiality may be interpreted as misconduct for which I may be held accountable and released of my duties as a volunteer.

Volunteer Printed Name

Date

Volunteer Signature

Date

OMNI International School/ Academy
Representative Signature

Date

* This form is required prior to volunteering with the students, on campus or on fieldtrips.



STATEMENT OF MANDATORY VOLUNTEER HOURS

I, _____, as a parent with OMNI International School/OMNI International School Academy, understand that I must adhere to the policy of volunteering at a minimum of 24 volunteer hours per household. I understand that volunteering at the school is **MANDATORY**. I understand that other tangible options have been made available to me in lieu of giving my time.

Failure to complete these volunteer hours by the end of the school term will result in a \$480 fee being imposed. Parents may opt to pay this fee in lieu of volunteer hours. Other buy-out options are available.

I understand that my child's enrollment and/or continued enrollment are contingent on my family volunteering at least 24 hours on an annual basis. Breach of this statement may be interpreted as misconduct for which I may be held accountable and my child may be dis-enrolled.

The deadline to submit volunteer hours is April 15th each year.

Volunteer Printed Name

Date

Volunteer Signature

Date

OMNI International School/ Academy
Representative Signature

Date



DISCIPLINARY POLICY

In adopting the discipline policy set forth by DHR, OMNI International School/OMNI International School Academy prohibits the use of corporal or unusual punishment on any student in its care. To ensure the safety and well-being of the children under OMNI volunteer supervision, I agree to the following:

- Refrain from the use of any corporal or unusual punishment on any student, including, but not limited to the following: spanking, slapping, switching, shaking, pinching, biting, twisting, or pulling; tying with rope, withholding food, force feeding, denying contact with worker; degrading child or child's family, or humiliating child; creating fear, anger and anxiety, locking child in a room or closet; group punishment or delegating older children to administer punishment; destroying the child's property and any other practices which may physically or emotionally damage the child.
- When managing children's behavior, allow a teacher to use the suggested alternative methods (or other effective means of discipline) made available by OMNI to its employees.

Volunteer Signature

Date

OMNI Representative

Date

* This form is required prior to volunteering with the students, on campus or on fieldtrips.