

# TRINITY ACADEMY VOLUNTEER MANUAL

TRINITY ACADEMY

1205 6<sup>TH</sup> Street  
Hudson, WI 54016  
715-386-9349  
Fax – 715-386-9707  
(Updated 4/19/2018)

## **Trinity Academy Mission Statement:**

**Providing academic excellence and developing leaders who love God, love others, serve the world.**

## **Trinity Academy Values:**

Lives Transformed  
Inspirational Worship  
Foundational Faith  
Discipleship

Relational Connections  
Global Compassion  
Strength of Character  
Life-Long Learning

### **Welcome to all Volunteers we are glad you are here!**

Your service as a volunteer will add significantly to the excellent programs offered at Trinity Academy. Your involvement helps build a school community that emphasizes academic excellence, community responsibility, basic skills, individual strengths, technology integration, and a life-long love of learning. As a volunteer, you provide enrichment opportunities that enhance the educational experience for students while supporting teachers and staff.

## **OVERVIEW OF THE VOLUNTEER HANDBOOK**

This handbook will give you an overview of the school volunteer program and the variety of opportunities that you may choose to pursue. It is our hope that you will find personal satisfaction in what you do.

## **HOW TO BECOME A VOLUNTEER**

In order to volunteer at Trinity Academy, two documents must be submitted to the school.

### **Step One: Volunteer Questionnaire**

At the beginning of the school year, every family is asked to fill out a volunteer questionnaire attached to this handbook. After identifying your volunteer interests, simply return the completed form to the office. The questionnaire helps the school to match your areas of interest to areas of need within the school

### **Step Two: Volunteer/ Confidentiality Agreement and Background Check**

We require volunteers to have a background check and sign a Confidentiality Agreement. All volunteers who work at the school on a consistent basis, might drive on a field trip or has the potential to be alone with children will need to submit to a background check at the volunteer's expense of \$10. Please complete the attached background check form and turn it into the school administration. This must be completed before you begin to volunteer.

## **Your Role as a Volunteer**

*"Volunteer, don't interfere."* If you volunteer in a classroom, you should make prior arrangements with the teacher with whom you will work. When working with students individually or in small groups, be sure to follow instructions from teachers very carefully. While parents' involvement in their children's education is very beneficial, students and teachers need to focus on their work. We ask that volunteers come and go quietly in order to avoid interrupting instruction. When working at recess or the lunch room volunteers will need to help kids with problem solving. Please make sure you read the Student Parent handbook to guide you with interactions with children.

## **Obligations of Confidentiality**

Volunteers need to have a positive attitude about the school. Problems and/or confidential information concerning students, parents or the school staff should not be discussed with anyone. However, it is your responsibility to notify the teacher or administrator in charge if you have concerns about a student or if you are unsure as to what should be done; trained staff members will help you handle the problem. You must sign the confidentiality agreement prior to starting. If you volunteer during the school day please do not photograph children. Any photographs of children during school day are only to be taken by staff as they know who can or cannot be photographed.

*Please note that, at the discretion of the building principal, failure to follow this procedure could result in removal as a school volunteer.*

## **Child Abuse/Neglect Reporting**

A licensee, employee, or volunteer at an elementary school who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.981(1) Stats, shall immediately contact the county department of social services, human services or a local law enforcement agency, as required by s. 48.981, Stats. If there is suspected abuse and/or neglect of a student, it is required by law that school teachers or administrators report it to the authorities. Please reference the Wisconsin Child Protective Services information for further details.

## **Bringing Preschoolers and Toddlers to School**

Trinity works very hard to ensure that all children have a safe and educational school environment. Please follow these general guidelines when bringing younger children into school during your volunteer time:

- Parents must supervise their children at all times.
- Children must be 3 years old or above to attend with lunch/recess duty with the volunteer.
- No siblings are allowed on school field trips.
- Disruptions like loud noises or running will affect student learning.
- If you plan to volunteer in the classroom during instructional time, please check with the classroom teacher before bringing children to the setting.

## **Parking at the School /Checking in at the Office**

Volunteers should check in at the front office and get a visitor badge when they arrive at Trinity, and also sign out when leaving. Obey the parking signs on St. Croix Street. Do not park in the school lot on 5<sup>th</sup> Street. The church parking lot is available.

## **General Guidelines**

Since nearly every moment of the school day is carefully planned, being on time is very important. If an unexpected emergency or a change of schedule prevents you from meeting your commitment, you should contact the school office or teacher as soon as possible so that other arrangements can be made. Your thoughtfulness will be appreciated.

Volunteers should not be left alone for a long period of time in a private situation with a child. If you have concerns or questions about this please discuss it with school administration.

Teachers may need to inform you of a child's medical condition. Please make sure you keep that information confidential.

As a volunteer, it is necessary to stay on task. Volunteer time in the school is not a time to conference with your child's teacher or to solicit any products or services.

Volunteers working with children should refrain from texting or using cell phones or other electronic devices while on duty or driving unless there is an emergency situation.

Only Trinity owned or approved devices will be allowed access to the wireless network.

Your appearance should be neat and consistent with the standards of Trinity. This would apply to field trips or outside activities.

To be prepared for emergencies, learn the correct procedures for responding to emergencies and for following the rules for fire and disaster drills. Please see the classroom teacher or front office for further instructions.

In some situations, directly volunteering in your child's classroom may interfere with their or others learning process. At the discretion of the teacher you may be moved to another volunteer opportunity.

Follow all expectations of Trinity Lutheran Church and school including no alcohol, drugs or weapons on campus or during a school event unless authorized by the Board of Directors. This excludes officers of the law regarding weapons.

## **Guidelines when Working with Students**

Whether you are working in the classroom or another part of the school, you should maintain close contact with the supervising teacher(s) about lessons being covered, activities being planned, and the needs of individual students and follow school rules. If you are a lunch/ recess volunteer please thoroughly review the Noon Duty process.

Some students need to be guided toward acceptable behaviors. You can help by being a good role model who is kind, fair and courteous. Inappropriate behavior is often a way to gain attention. If you observe this kind of behavior please bring it to a staff members attention.

Information that students tell you about their personal lives is private and confidential. If you hear something that may be a threat to students, report the matter to the teacher or staff member. Such information should never be repeated to other individuals.

Please remember that you as a volunteer may be more familiar with the students than they are with you. We try to be sensitive to the comfort level of all students therefore when approaching a student outside of your volunteer time (on or off campus) please do not assume a sense of familiarity unless they initiate.

Students may want to share many interesting things about school, peers, and family. While this shows the student is comfortable with you, please remember that the task at hand is most important. Explain that the discussion can be revisited after the work is complete.

Smile! Be happy, encouraging, and interested. When working with students, try to maintain eye contact and face them as directly as possible. When working with individuals or with a group, explain the work to the group. Work with each student to check for understanding of the lesson. Give praise whenever a small part of the total work is complete. Share time with students equally.

Having you in the school is a great treat for your own children and for all students. Let students know your name i.e.: Mr. or Mrs., you might even write it for them. Ask students their names and make notes in order to remember them.

After meeting the students, you may start your tasks right away. As you get to know each student better, you will learn more about their interests and needs. You will get positive results by using a friendly and calm manner with the students.

### **A FINAL WORD: HOW TO BE SUCCESSFUL WITH CHILDREN IN SCHOOL**

Students are most likely to respond positively when volunteers:

- learn their names.
- work *with* the students instead of directing or supervising them.
- treat each student equally and fairly.
- show understanding when dealing with challenging students.
- listen closely when students share important information.
- are sensitive and positive.
- If you don't know ask!

#### **CONTACT:**

Principal: Alison Johnson

Administrative Assistant: Tammy Langness

Health Clerk and Office Assistant:

# **Volunteer Questionnaire / Interest Form**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Do you have a child in this school?  Yes  No

Do you have a grandchild in this school?  Yes  No

Child's Name/Grade \_\_\_\_\_

Child's Name/Grade \_\_\_\_\_

Child's Name/Grade \_\_\_\_\_

Child's Name/Grade \_\_\_\_\_

Times Available to Volunteer (please specify days, hours or other considerations):  
\_\_\_\_\_  
\_\_\_\_\_

Please check the activities where you would like to volunteer. (Note: we will make every effort to match you to the activity you choose. Volunteers will be placed where and as needed.)

Lunch/ Recess

Before or during school reading helper

Set up and tear down for events at school

Box Tops / Labels

Art Adventure

Classroom Helper

Classroom Representative to the PTO

PTO Officer

Technology Team

Chess Club Coordinator

Library Assistant

Fitness Testing helper

Junior Achievement

Plan or assist with fundraising events

Field Trips

Help with flyers or handouts

Hospitality

Solicit donations for auctions or raffles

Back to school night

Office Assistance

Special Days

Welcome new parents

School Publicity

Distribute school flyers

Parade Coordinator

Other: \_\_\_\_\_

## **Background Check**

Full Name: \_\_\_\_\_

Former Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M/ F

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Nationality: \_\_\_\_\_

Please include the payment of \$10 per person to complete the background check. If this creates a hardship in your family please see Mrs. Johnson. We will shred this information after processing your background check.

Trinity Academy  
Confidentiality Agreement

I, \_\_\_\_\_, understand that in the course of my volunteer time with Trinity Academy, I may become aware of confidential information about specific students. This information may include: students' academic performance, behavior, disabilities, family situations, medical conditions. and related matters. I understand and agree that I will not disclose such confidential information inside or outside the walls of Trinity except to school employees that are directly involved with the situation.

By becoming a Trinity volunteer I agree that my responsibility is to protect each and every student at Trinity and the reputation of our school. I agree to the confidentiality agreement and I agree to and understand the honorable conduct policy.

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Volunteer Signature

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Date

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School Representative Signature

*Please note that, at the discretion of the building principal, failure to follow this procedure could result in removal as a school volunteer.*

Trinity Academy  
**Driver's Information Request Form**

1205 6<sup>th</sup> Street, Hudson, WI 54016 / 715-386-9349

**Please fill out the following form if you plan to drive Trinity Academy's Van or Shuttle to and/or from a school event or if you plan to transport students to and from a school event in your personal vehicle.**

Full Name (as it appears on Driver's License): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Is this a commercial license? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Tickets/Accidents in last 3 years: \_\_\_\_\_

**Please provide us with a copy of the following documents:**

- Driver's License
- Proof of insurance
- Vehicle registration – (if you are driving your own vehicle)

**This information must be turned into the school office one week prior to the day**

1. You will be driving a Trinity Academy vehicle.
2. You will be driving a vehicle of your own.

**The information will be kept on file for the duration of the current school year.**

**Please initial and sign below.**

\_\_\_\_\_ I understand that my insurance company is the primary coverage should there be an accident **while driving my own vehicle.**

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Signature

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Date

**A background check and confidentiality agreement must be done and on file in the school office prior to the event. Thank you.**