

THREE OAKS CHRISTIAN SCHOOL

Volunteer Program Guidelines

Dear Three Oaks Volunteer:

We should like to take this opportunity to welcome you to Three Oaks Christian School Volunteer Program. We are sharing this information with you to insure that your experience is a fun and productive use of your time. Thank you for helping the students at Three Oaks Christian School.

GUIDELINES

Volunteers are guided by Three Oaks Christian School policies, rules and regulations, under the direction of its professional staff.

BACKGROUND CHECK

All volunteers must submit a completed background check/criminal record statement each year before volunteering.

SIGN-IN

Please remember to sign the Volunteer log sheet located in the school office, when you report for your volunteer assignments. Your driver's license will be copied the first time you volunteer.

VOLUNTEER BADGES

We request that all volunteers wear a badge whenever they are volunteering in our school building. Please acquire a badge in the school office.

DISCIPLINING STUDENTS

This is not the responsibility of the volunteer. The volunteer may correct, but all discipline should be left to the school employees.

CONFIDENTIALITY

Refuse to discuss students, teachers, or school affairs with anyone except the appropriate staff member in a professional problem-solving atmosphere. Confidentiality is strongly stressed for employees and is expected of those working in a volunteer position as well.

DRESS CODE

We ask that you use the same dress code we have implemented with our teachers (a copy is available upon request). We ask that you use discretion and good taste, remembering that adults set an example for children.

ABSENCE PROCEDURES

It is essential that all volunteers take the responsibility of notifying the office or person in charge in which they volunteer as soon as they know that they will be unable to fulfill their assignment.