

# **THREE OAKS CHRISTIAN SCHOOL**

## **Volunteer Guidelines**

Dear Three Oaks Volunteer:

We would like to take this opportunity to welcome you to Three Oaks Christian School. We are sharing this information with you to ensure 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. A Volunteer has an active role that often involves student interaction while a Visitor is generally temporarily observing or attending.

#### **BACKGROUND CHECK**

All volunteers must complete a background check/criminal record statement prior to volunteering and every other year thereafter. A criminal history that includes violence, theft, or sexual offenses will preclude a person from volunteering at TOCS in addition to drug-related offenses more recent than 15 years. A volunteer with a driving related offense will not be able to volunteer in a transportation-related position.

#### **SIGN-IN**

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

#### **VOLUNTEER BADGES**

We require that all volunteers wear a badge whenever they are working 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.