



Volunteer Guide

Mission Statement

To develop in all students the ability and desire to achieve academic excellence in a safe and nurturing environment.

Vision Statement

To provide curriculum centered instruction for all children based on commitment to excellence. Incorporate the collaborative efforts of the school, the home, and community in order to provide a safe learning environment where all students can be independent thinkers and lifelong learners while preparing them for a technologically advanced and culturally diverse society.

Important Facts

- Fully Accredited Kansas City Public Elementary School
- Kindergarten to 6th grade
- 17 classrooms with approximately 320 students
- Transient student community, enrollment numbers change weekly
- Most students do not live within walking distance of the school
- Serves long-term residents, public housing residents, renting families & 3 short-term homeless shelters
- Approx. 20% of the students live in homeless shelters
- Culturally diverse school with over ten languages represented (Arabic, Bantu, Burmese, English, Kirwanda, Portuguese, Somali, Spanish, Swahili & Vietnamese)
- 100% of students qualify for the Free/Reduced Lunch program
- Located at 2400 Prospect Avenue, Kansas City, Missouri

Key Focus Areas

- **Prayer Partners** – a volunteer is matched to every staff member for ongoing prayer and writing encouraging cards monthly.
- **Tutoring** – ongoing ops to tutor in all grades. There is no prep and teachers give you the tools you need.
- **Weekend Hunger Backpacks** – food packed weekly for participating students to take home on Fridays.
- **Tiger Store** – maintaining a store where students can spend their earned tiger buck for being respectful, responsible & safe learners. Ops to serve as a personal shopper most Mondays.
- **Reading/Books** – implement weekly reading log program; arranging Book Mobile visits monthly, as well as periodic author visits; assist librarian with school book fair.
- **Staff Appreciation** – regular Friday treats delivered; and staff appreciation luncheons arranged in fall & spring.
- **Special Events** - Implement school-wide JOY parties in December & Yearend Field Day in May.

Insight From Experienced Volunteers

- The teachers and staff run a strict behavioral program where there are clear expectations set for every student. There is structure in the way the students move through the hallways and they are expected to remain quiet when traveling between classrooms.
- The teachers and staff are amazingly supportive of each other. Often you will see a student under the care of another teacher or a staff member.
- Flexibility is key, as every day provides a new set of circumstances for the teacher, classroom and/or tutor.
- The approach to discipline is different for each teacher and situation. When there is “unrest” it is possible that the teacher or staff member will raise their voice to communicate. This can happen in the classroom or the hallways.
- It is rare that the students will misbehave while you are tutoring them.
- WP staff member, Kim Randolph, is the school Teacher Instructor & Tutor Coordinator. She leads all placements of tutors and is an excellent resource.
- Ms. Randolph works with every tutor to understand any preferences of grade-level and whether a tutor is comfortable tutoring one or multiple students at a time. Tutors work with her to designated a set day/time for ongoing commitment.

- Communicate directly with your church-school liaisons with questions or comments. They meet weekly with the school principal, Deloris Brown, and monthly with Leawood's Education ministry.
 - Julie Doane, RezDT volunteer, cor.wpliaison@gmail.com; ph: 314-520-0657
 - Sherree Gorman, Rez Blue Springs volunteer, sgorman4@att.net; ph: 816-679-4622
 - Patrick McLaughlin, RezDT Pastor, Patrick.McLaughlin@cor.org; ph: 816-979-1344.
- Reading the monthly volunteer newsletter is a great way to stay informed.

Volunteer Code of Conduct

We are grateful for your involvement in the Wendell Phillips community. We want this to be positive and mutually beneficial experience, we ask that you please adhere to the following standards and guidelines required of all Kansas City Public school volunteers.

Pre-Training & Screening For Ongoing Service

- Submit COR's KCPS Volunteer Application <https://rez.wufoo.com/forms/mi42i2u1wou7bu/>
- Complete Safe Gatherings <https://safegatherings.com> (includes a background check, reference checks & online abuse prevention training)
- Attend COR's one-session Urban Core Training

Personal Responsibilities

- Sign in and out in the volunteer book.
- Wear name badge while in the school.
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to the principal or designee.
- All media interaction must be approved in advance by the KCPS Public Relations office.

Guidelines

- All volunteer activities are school based. Activities are to occur on school grounds during the regular school hours or extended day. Any exceptions must follow school district guidelines and have principal and/or administrator approval.
- Volunteer assignments are approved by the principal or designee.
- Volunteers may not transport students.
- Interact with students in public areas with others present.
- Volunteers may not photograph or videotape students unless approved in advance by an administrator.
- Avoid giving gifts or lending money to students.
- Treat teachers, students, and parents with respect.
- Do not make negative comments to others about the students, parents, or staff.
- Exhibit behavior supportive of all ethnic/racial groups.
- Consult with principal or designee if problems occur.
- All communication between any student and any volunteer via telephone, text messaging, social networking, and other external devices or technologies is prohibited. The prohibition includes but is not limited to Facebook, MySpace, and Twitter. Any exceptions must be approved in advance by a principal or administrator and follow school district guidelines.

Safety

- No sexual or romantic advance, contact, or relationship is allowed, even if it is apparently “consensual” or initiated by a student.
- Volunteers may not use profanity or exhibit displays of violence or threats of violence. Weapons are not allowed on school grounds.
- Volunteers may not engage in any illegal activities with students, including but not limited to providing alcohol, tobacco, or drugs to students.
- Volunteers may not attempt to influence or persuade students on religious or political matters.
- Volunteers may not dress, change, or provide medication to students.