

Detroit Delta Preparatory Academy for Social Justice



Volunteer Handbook

Expectations and Guidelines for Volunteering

Thank you for your interest in volunteering at Detroit Delta Preparatory Academy. Schools

depend on volunteers and value their contributions. Your willingness to serve the students and staff of the school is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through Detroit Delta Preparatory Academy must take place with students on the school campus during school hours or at other authorized school activities only.

You Are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Goals:

- ✓ Enrich the curriculum
- ✓ Enrich student's learning opportunities
- ✓ Provide help for individual students
- ✓ Provide opportunities for meaningful service
- ✓ Relieve teachers of some non-instructional tasks
- ✓ Establish a school and community partnership for quality education
- ✓ Enhance all aspects of the educational process

Working closely with the classroom teacher and school staff includes:

- ✓ Following the direction of a school staff member
- ✓ Accepting direction and suggestions from teachers
- ✓ Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- ✓ Understanding that evaluation of a student's learning can only be done by the teacher
- ✓ Committing to working in a classroom to support and improve education for all students
- ✓ Seeking help from the teacher when you need additional information or instruction
- ✓ Sharing ideas and constructive comments with the teacher
- ✓ Acknowledging that teachers are responsible for discipline in the classroom
- ✓ Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

Volunteer Expectations:

- ✓ Volunteers are expected to:
- ✓ Sign in and wear an ID badge on school grounds at all time
- ✓ Wear professional attire



- ✓ Show respect for all staff and students
- ✓ Share concerns regarding students with the school staff only

If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there. Please do not bring younger children to the school during your volunteer hours.

Ground Rules for School District Facilities:

- ✓ No smoking or tobacco allowed, including on athletic fields and in district vehicles
- ✓ No weapons allowed
- ✓ No drugs or alcohol allowed
- ✓ Do not use school equipment for personal purposes

Maintain Student Confidentiality

Volunteers are expected and required to keep all 'student information' that they obtain while working as a volunteer for the district confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Community Service Hours

Detroit Delta Preparatory Academy strives to find volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons, and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, Detroit Delta Preparatory Academy cannot allow volunteers to complete court-ordered community service hours through our schools.

Harassment at School

The Detroit Delta Preparatory Academy Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold both the Detroit Delta Preparatory Policy and the Detroit Delta Preparatory Academy Harassment Policy. The district asks you to review each of these policies in detail prior to volunteering.

Important Guidelines:

- ✓ Safe Interaction with Students
- ✓ The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.
- ✓ General Guidelines for Safe Interaction with Students:
- ✓ All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.



Do not:

- ✓ Take a student or students on private outings
- ✓ Initiate social activities with students
- ✓ Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- ✓ Provide childcare for students
- ✓ Ask a student to baby-sit for your family
- ✓ Engage in Social Networking with students via Facebook, MySpace, Instagram, Snapchat, Vine or Twitter or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries

Communication:

- ✓ Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, district/school administrators or the teacher you are working with.
- ✓ Do not:
- ✓ Make any comments that are based on gender or could be construed as sexist
- ✓ Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- ✓ Make jokes that belittle or diminish another person
- ✓ Give students compliments that focus on physical attributes
- ✓ Initiate conversations or correspondence of a private and/or personal nature with students

Working Alone with Students at School:

Always keep the door open and lights on

Do not post anything on class windows that would obstruct a clear view into the room

Gifts:

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- ✓ Of nominal value
- ✓ Identical for all students in the class
- ✓ Approved by the teacher or administrator in charge of the program

Physical Contact with Students

It is the schools expectation that all physical contact between volunteers and students must be professional and appropriate.



Field Trips and Off-Campus Activities

It is the general policy of Detroit Delta Preparatory Academy that all off-campus field trip and activity chaperones must be at least 21 years of age.

For the purpose of volunteering at Delta Preparatory Academy, a chaperone is a person who is over the age of 21 who has the responsibility of supervising students during an off-campus

field trip or activity. During these types of activities, teachers are expected to maintain specific chaperone-to-student ratios. (The exact ratio varies based upon age of students and type of activity). Volunteers are not necessarily eligible to chaperone activities.

Extracurricular and Enrichment Activities

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of Detroit Delta Preparatory Academy Equity Education Management and comply with all applicable rules and regulations.

Volunteer Coaches

- ✓ Individuals who wish to become volunteer coaches for any school in Detroit Delta Preparatory Academy must complete the following steps:
- ✓ Complete the Detroit Delta Preparatory Academy Volunteer Application and be approved as a volunteer
- ✓ Provide proof of valid First Aid and CPR card to the Office Manager.
- ✓ Review and agree to comply with mandatory reporting information.
- ✓ Review and agree to comply with social media policy and procedure.
- ✓ Complete a Volunteer Coaches Verification form and keep it on file with the Office Manager.

Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or another school district employee.

Important School Policies-Harassment, intimidation, and bullying

The Detroit Delta Preparatory Academy recognizes its responsibility to provide a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Appropriate consequences for students who violate this policy will be specified in the student code of conduct. Any staff member who has been found, after appropriate investigation, to have harassed a student will be subject to disciplinary action and/or discharge, as appropriate pursuant to collective bargaining agreements and state and federal laws.

Sexual Harassment Sexual harassment is a type of harassment and occurs when the types of verbal, visual, or physical conduct described above are sexual in nature or are based on gender. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or educational decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates a work or educational environment that is intimidating, hostile or offensive.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal



comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and interferes with efficacy or creates uneasiness.

It is also a violation of the schools policy to knowingly report false allegations of harassment, intimidation, and bullying. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination of employment consistent with collective bargaining agreements and state and federal laws. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Nondiscrimination Notification

The Detroit Delta Preparatory Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.



Human Dignity

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education at the Detroit Delta Preparatory Academy is the development of a commitment to the core values of a democratic society. In accordance with this aim, the school strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race; gender; creed; religion; color; national origin; honorably discharged veteran or military status; sexual orientation, including gender expression or identity; marital status; age; the presence of any sensory, mental or physical disability; or the use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers. Appropriate consequences for students who violate this policy will be specified in the student code of conduct of each building. Staff members who violate this policy will be subject to discipline as appropriate, pursuant to collective bargaining agreements and state and federal laws.

