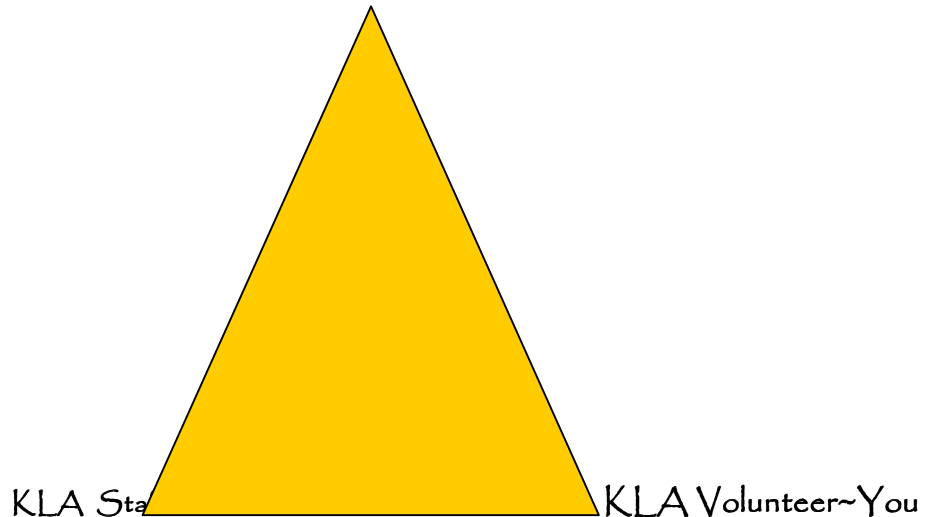


**Keiller Leadership Academy**



# Parent Volunteer Handbook

KLA Student



## Impacting the future, TODAY!

2006 – 2007

"The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community."

## Keiller Leadership Academy



Friday, July 14, 2006

Hello and Welcome to all of you caring parents. My name is Eva Contreras. I have passionately dedicated one year to the students, parents, and staff of Keiller Leadership Academy and I am thrilled with my new responsibilities as Parent Involvement Director.

Our teamwork will benefit KLA in such a dramatic manner, I can hardly stand it. We (parents) are getting involved because we care enough to give. Your efforts will bridge the gap between schools and community. KLA will stand to protect, improve, and impact the entire Encanto Community with the time and effort that we will give to our children today.

As we start this journey as Parents-School-Community, I assure you the rewards you will receive are priceless. You will impact your child, many underprivileged children, KLA as a school and in the years to come the entire community of Encanto.

Welcome Leader, Role Model, Hero = KLA Volunteer!

I am always available for questions, concerns, doubts or issues. I can be reached at 619.263.9266 or [econtreras1@sandi.net](mailto:econtreras1@sandi.net)

Thank you for your support.

Because I care,

Eva Contreras  
Parent Involvement Director

"The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community."

Our mission statement

What it means...

The mission of Keiller Leadership Academy	Everybody you see at KLA wants
Is to create student leaders	The children you see before you today to become tomorrow's leaders
Who value quality education	So today we must place education as the number one priority for our children. We must reiterate the importance of a high quality education
And embrace their role	Because all of today's children will take a role in the future
As contributing members	When they reach their maximum potential they can positively impact whomever they are surrounded by
Of our diverse community	We'd like for our community to benefit, to be impacted positively by our leaders of tomorrow, today's KLA Students!

"The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community."

# Volunteer Opportunities!

## How can I volunteer?

- Attend KLA orientation meetings, open house, informational meetings
  - Shadow your child
  - Donate supplies for school events (napkins, cups, etc)
- And/or Team up with one of the following committee leaders

### 1) Dress for Success Committee

Team Leader Ms. Shamek Johnson

1. inspection of uniform as children are greeted at the “Gates of Wisdom”
2. escorting students to the Parent Room should they require a change or a loan
3. issuing a detention notice to Ana Mota
4. tagging all KLA articles by marking them with Property of Parent Room\*
5. having students sign articles of clothing (in and out)
6. envelopes for collateral
7. ensuring 100% stock of
  - a. small KLA shirts
  - b. medium KLA shirts
  - c. large KLA shirts
  - d. various sized pants
  - e. belts with KLA tags on them
  - f. shoes
  - g. jackets

### 2) REACH Reminder Committee

Team Leader Lavette Baldwin

- 1) retrieval of detention slips from Ana Mota at 2:15 p.m. daily
- 2) escorting of students from each classroom

### 3) KLA Staff Support Committee

1. ensuring that all items needed for meeting have been set according to menu
2. set up of tables in designated area

### 4) KLA Special Events / Reward Celebration Committee

Team Leader Alberta Tarango-Mims

1. coordination of activities to honor staff, students
2. coordinate special treats in teacher’s and staff in boxes
3. ensuring that all items needed for meeting have been set according to menu
4. serving guests
5. clean up of food distribution items

### 5) Celebrations Committee

1. Dining Hall set up
2. supervision during dining hall
3. release of students after dining hall experience
4. supervision of special holiday celebrations on campus

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

**6) Office Duty Committee** **Team Leader Elizabeth Case**

1. Attendance calls
2. fund raising
3. phone trees
4. mailers (stuffing, addressing, stamping envelopes)
5. copies
6. distribution of flyers for inboxes
7. teacher work room
8. teacher lounge

**7) Library Leader** **Team Leader Stacey Nnamani**

1. Assist with check in and check out books
2. replacing books (shelves)
3. cleaning

**8) KLA Lunch Supervisor Leader** **Team Leader Angie Leibold**

1. Lunch supervision
2. clean up crew supervision

**9) Safety Supervisor Leader**

1. stop light monitor
2. church monitor
3. parking lot monitor

**10) KLA Grounds Supervisor**

1. construction in work parent room
2. Graffiti clean up
3. supervision of gum clean up crews
4. painting where required

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

# KLA Volunteer Program

## KLA Volunteers:

- Truly have a genuine interest in student success
- Bring a variety of talents and expertise to the campus
- Demonstrate strong moral character
- Assume leadership roles
- Appreciate teamwork

## How to Become a KLA Volunteer

- ❑ Every person who interacts with students must have a current TB test record on file at the school. A new TB test needs to be submitted annually. Test results must be received before you can start volunteering.
- ❑ Complete the Volunteer application available on the site and attend a scheduled volunteer orientation.

## Volunteer Dress Code

As you walk around the KLA campus, you will notice all of our students are required to wear uniforms. In addition, you will find the staff professionally dressed. The “Dress for Success” Team Leader will make available “Volunteer” T-shirts that **MUST** be worn while on campus; these will be available in the Parent room. You are expected to maintain a professional appearance. Clothing that is too revealing, tight, or excessively baggy would not be acceptable. Beachwear and sandals are not allowed. If a volunteer comes dressed inappropriately, they may be asked to either “cover up” or be asked to go and change. Piercing for our students and staff are limited to the earlobe. Tattoos are not visible. Please follow school policies.

## Campus Map

The map on the following page indicates the school layout and boundaries. The students are not allowed to go off campus or into the parking lot at anytime. Students that are out of class should always have a pass from their teacher. ***It is appropriate to ask students to demonstrate their pass and to keep the pass visible at all times.*** Please: Always be sure courteous to students, and staff members.

## Volunteer Log Book

You are required to sign-in the “Volunteer Binder” in the main office. You must log your hours in the Volunteer Log Book for your reference. This log will also provide KLA with an accurate count of visitors on campus and where they are working. Volunteers will have their own log sheet for easy reference. Upon completion of the session, please sign-out. Office

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

Staff/Personnel will verify, by signing your volunteer card (EVERYONE MUST HAVE ONE). It is the volunteer's responsibility to sign in and out, thus maintaining track of their volunteer hours. Finally, in order to give your child the opportunity to win a new bike and all of the gear, you must have your volunteer card completed.

## Name Tags

You will be issued a name tag after you have signed in, and before leave the office area. You will display the tag for the committee you will be working.

## Calendar

Please see the calendar at the back of this handbook for the dates when students are in session.

## Volunteer Code of Conduct

1. Immediately upon arrival, I will sign-in at the main office.(Orange Binder)
2. I will wear or show the volunteer identification whenever required by a school employee.
3. I will use only the adult restroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses, or any other home directory information with students for any purposes unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concern that I might have that is related to the welfare and/or safety of students or staff members.
8. I agree not to transport students without written permission of parents or guardians or without the expressed permission of the school and will abide by the procedures of KLA rules.
9. I will not disclose, use, or disseminate photographs or personal information about students, self, teachers, staff members, or others.
10. I agree only to do what is in the best personal and educational interest of every child and staff member at KLA.
11. I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately at KLA.

## Volunteer Code of Conduct

1. Immediately upon arrival, I will sign-in at the main office.(Orange Binder)
2. I will wear or show the volunteer identification whenever required by a school employee.
3. I will use only the adult restroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses, or any other home directory information with students for any purposes unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concern that I might have that is related to the welfare and/or safety of students or staff members.
8. I agree not to transport students without written permission of parents or guardians or without the expressed permission of the school and will abide by the procedures of KLA rules.
9. I will not disclose, use, or disseminate photographs or personal information about students, self, teachers, staff members, or others.
10. I agree only to do what is in the best personal and educational interest of every child and staff member at KLA.
11. I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately at KLA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Home address: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Committee interested in: \_\_\_\_\_

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

# Strategies for Successful Volunteering

## Learn Names of KLA Staff and Students

A first and last name is your first contact point. Be sure to pronounce and spell it correctly. Ask the person for clarification if you are unsure of the pronunciation. Make sure the person knows your name as well.

## Set the Climate

By being alert and listening actively, you will develop sensitivity to the needs of the students and staff members. Your working relationship with each individual will be your strongest volunteering tool.

## Allow Students to Be Themselves

Every student is unique. Make each one feel that he/she is an important, special person. Avoid comparing students with others in their school or in their families.

## Allow Discovery

Allow students time to think about answers. Guide them by asking questions that will lead to correct responses. Remind students that everyone makes mistakes... even you. Making mistakes and learning how to correct them is an important part of learning.

## Follow the Teacher's Lead

Keep the students headed in the direction set by the teacher. Hold the students to the same class standards of behavior and work. Talk openly and often with the teacher to determine what is expected of you and the students.

Remember, the teacher has the final responsibility for all planning and activities that occur in the classroom. Discuss specific student concerns with the teacher or academic director, but keep all confidential information about students within with school.

## Be A Positive Role Model

Your conduct, dress, personal hygiene, and dependability will set an example for what is expected of students. Being on time and being reliable provides tremendous support to the teachers and KLA staff members. In case of an unavoidable absence, a call in advance will allow the KLA staff time to make other arrangements and to reassure the students with whom you work.

.

**Remember, everything you say and everything you do sends a message!**

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

# Strategies for Classroom Volunteering

1. Relax and be yourself. Students are quick to see detect pretenses.
2. Call the child by name at each opportunity. If you aren't sure of the pronunciation, ask the student to help you.
3. Listen attentively to the child. Encourage him/her to watch you as you talk. (Working across from each other helps reinforcement of speech better than working side by side.)
4. Personal concern for the child is one of your greatest assets. Work to build a relationship. Keep in mind that what you do is as much a language as what you say.
5. Start where the child is successful in the subject matter and proceed slowly into what needs to be learned. Always end the session with a successful experience.
6. One of your important jobs is to build the child's self-image. If a child thinks she can do something – she can!
7. Praise the child for even the smallest successes, but never praise a child falsely if you want him to trust what you say.
8. Approach a subject (reading, math, etc.) in a very specific way. In planning with the child, keep your expectations few, short, clear. Present alternatives instead of “no-no's.”
9. Volunteers should remember that each session is also a language experience with speaking, listening, reading, and writing. The volunteer is an example and should speak in a quiet, controlled voice.
10. Be relaxed and confident – the students will relax with you.
11. Volunteers, by example, can teach appropriate behavior. Show by demonstration the quiet way of entering a room, how to pull the chair out and sit down gracefully. By being polite to a child you are helping the child learn manners.
12. Be flexible. Don't be afraid to admit you mistakes. No one is perfect or knows everything and students are delighted with honesty. It gives them a chance to become a teacher to you or an opportunity for the two of you to learn together – both of which are important academically and personally.
13. Be patient. Remember, all teachers are human. They will have good days as well as bad and will not be operating at 100% efficiency all the time. No one does!
14. Share your experiences with teachers to aid in planning for future activities.
15. Please remember that teachers are legally responsible for everything that takes place in the classroom and, therefore, they must make all decisions on programs and behavior.

# A Few More Items...

## Confidentiality

What you hear and observe about students, families, and staff while volunteering in a school is confidential. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

## Liability

Keiller Leadership Academy is proud to provide liability coverage and an accident policy for its volunteers, which will provide up to \$1,500 after any other valid and collectable insurance. In order to have this protection, all volunteers must sign in on the school's volunteer/visitor sign in sheet (in the front office) every time they volunteer. Volunteers are not covered by Worker's Compensation. Parents are discouraged from bringing younger children to school.

## Child Neglect and Abuse Reporting

School volunteer are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. If you suspect child abuse, immediately contact an Assistant Director or school counselor.

## Supervision

All volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules. KLA, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check.

## Language

Just as we expect students to refrain from using inappropriate language at while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say. But, keep in mind that what is a harmless slang term to you may be offensive to another adult or student.

## Discipline or Behavior Problems

As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands.

There are many ways in which schools are alike; but because schools must fulfill educational needs of students from many diverse backgrounds, each school has a personality or culture of its

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”

own. Volunteers should be informed about the school's general disciplinary procedures to avoid any misunderstanding.

## Communicate

As a school volunteer, it is crucial that the lines of communication stay open and clear. Remember the saying "no question is a dumb question?" Believe it! If you are unsure about what's expected of you, or how to use certain office equipment, please ask someone for direction.

## Thank You — You Are Appreciated!

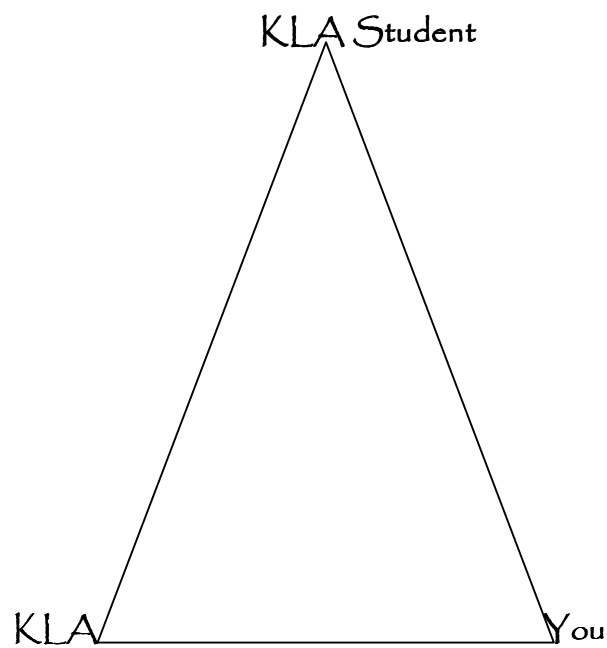
Teachers and staff know they are fortunate to work with so many committed volunteers. Volunteers in schools make the difference. We shudder to think what a single day without volunteers in our schools would be like!

On behalf of the teachers, staff, and students,

***"Thank you, we can't do it without your help."***

“No time is more valuable than when invested in a child.”

—Eva Contreras



- We have to work together to keep the structure together, without one key component the structure crumbles
  - We both (KLA and you) build the foundation for the student'
- The students will ALWAYS remember the foundations that built them
- The impact the student will have will be seen by all because it is on top
  - The closer we get to the student, the closer we become

“The mission of Keiller Leadership Academics is to create student leaders who value quality education and embrace their role as contributing members of our diverse community.”