



Westerly Hills Academy a Jus Due Project

Thank you for expressing an interest in volunteering with Jus Due Marathon for Westerly Hills Academy. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents, time, and resources. We also know that as a volunteer, you too will be rewarded. One hour, one day a week, one day on a special project or as a mentor; your efforts make a difference for the students. Please be sure to carefully read the Volunteer Information and Guidelines included within this packet. These guidelines have been established for the safety of both students and volunteers.

Volunteer Process

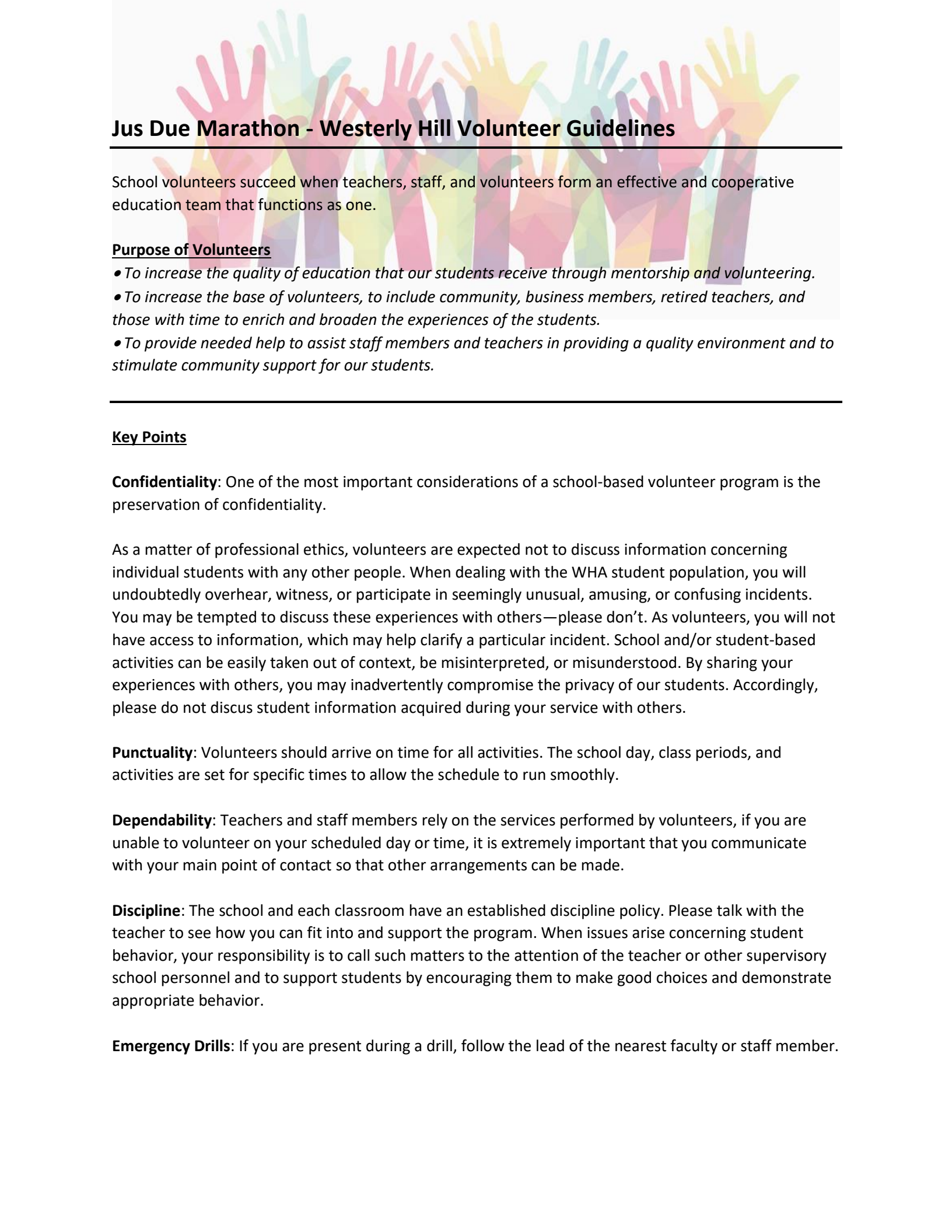
Westerly Hills Academy welcomes volunteers, but they need to know who is in the building. For the safety of the students, a completed Charlotte-Mecklenburg Schools (CMS) registration must be completed and submitted for approval.

The CMS registration is required on all prospective volunteers who will be working with a student or a group of students for an extended period of time during a school day or for several days throughout the school year.

Once your registration has been processed and approved; you will be notified of your status via email. After you have received volunteer approval you will remain on the approved status list for one year. You will be required to update your registration each year after as you continue to volunteer. If you do not receive feedback regarding your volunteer status within two weeks of registering, please contact your Jus Due or organization main point of contact.

Volunteer Procedures

Always report to the main office first to sign in and get a visitor pass. Please wear the identification badge provided by the school while you are participating in volunteer activities. Upon departure, make a final stop in the main office to sign out and return the visitor badge.



Jus Due Marathon - Westerly Hill Volunteer Guidelines

School volunteers succeed when teachers, staff, and volunteers form an effective and cooperative education team that functions as one.

Purpose of Volunteers

- *To increase the quality of education that our students receive through mentorship and volunteering.*
 - *To increase the base of volunteers, to include community, business members, retired teachers, and those with time to enrich and broaden the experiences of the students.*
 - *To provide needed help to assist staff members and teachers in providing a quality environment and to stimulate community support for our students.*
-

Key Points

Confidentiality: One of the most important considerations of a school-based volunteer program is the preservation of confidentiality.

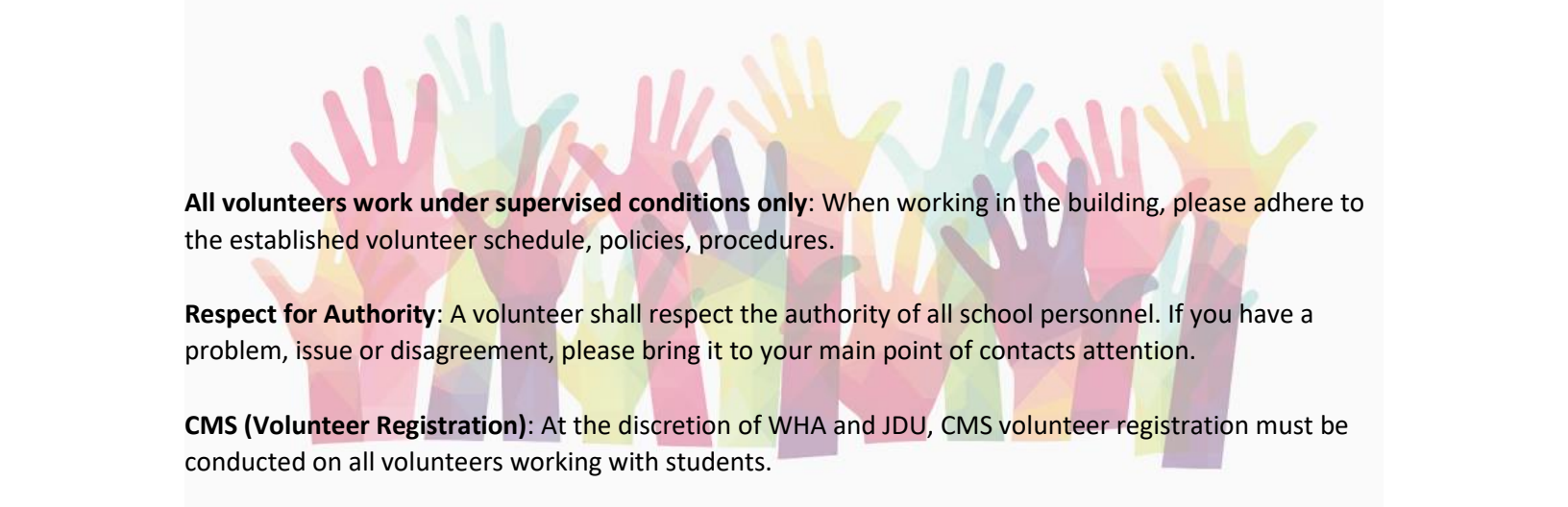
As a matter of professional ethics, volunteers are expected not to discuss information concerning individual students with any other people. When dealing with the WHA student population, you will undoubtedly overhear, witness, or participate in seemingly unusual, amusing, or confusing incidents. You may be tempted to discuss these experiences with others—please don't. As volunteers, you will not have access to information, which may help clarify a particular incident. School and/or student-based activities can be easily taken out of context, be misinterpreted, or misunderstood. By sharing your experiences with others, you may inadvertently compromise the privacy of our students. Accordingly, please do not discuss student information acquired during your service with others.

Punctuality: Volunteers should arrive on time for all activities. The school day, class periods, and activities are set for specific times to allow the schedule to run smoothly.

Dependability: Teachers and staff members rely on the services performed by volunteers, if you are unable to volunteer on your scheduled day or time, it is extremely important that you communicate with your main point of contact so that other arrangements can be made.

Discipline: The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning student behavior, your responsibility is to call such matters to the attention of the teacher or other supervisory school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior.

Emergency Drills: If you are present during a drill, follow the lead of the nearest faculty or staff member.



All volunteers work under supervised conditions only: When working in the building, please adhere to the established volunteer schedule, policies, procedures.

Respect for Authority: A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to your main point of contacts attention.

CMS (Volunteer Registration): At the discretion of WHA and JDU, CMS volunteer registration must be conducted on all volunteers working with students.

Tobacco Products, Drugs and Alcohol: Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

Cell Phone Use: Please refrain from using cell phones while volunteering and in the presence of the students.

Identification Badges: Volunteers must wear a temporary name tag using an appropriate title (i.e. Mr., Mrs., and Ms.). These will be available at the main office upon sign-in. All volunteers must sign in and out each day they are at the school. (With the exception of the *“Go Be Great”* morning rally.

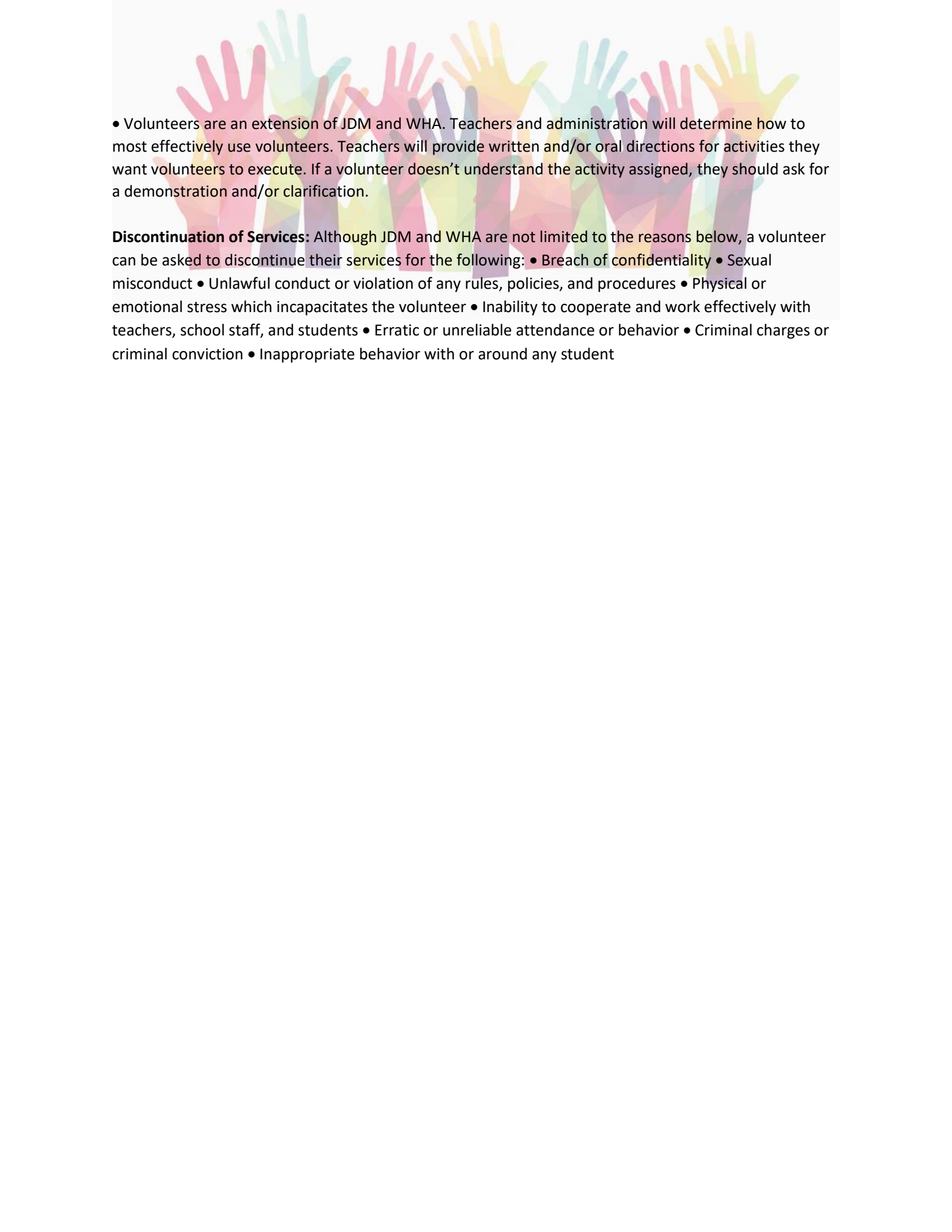
Entrances & Exits: Doors are locked for the safety of all students and staff; please do not prop or block doors open. Always enter the building through the main office entrance.

Objectivity/Impartiality: A volunteer shall not let his/her personal feelings enter their work as a volunteer.

Appearance: A volunteer shall dress appropriately, always remembering that they are setting an example for the students. (Jus Due and all Corporate/Community Partners can wear branded clothing).

Volunteer Responsibilities: Volunteers play a key role in the classroom and other school-related activities. Therefore, dependability and promptness are essential. Except in an emergency, volunteers are requested to give at least 24-hour notice if they are unable to fulfill their responsibilities.

- Volunteers shall exercise mature judgment while working with or around students and shall in all instances respect each student’s rights and privacy. Volunteers will discuss any concerns directly and exclusively with the supervising teacher/staff.
- Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, shelving books, laminating, putting up or taking down bulletin boards, and working directly with students. Other areas of volunteer use could be reading stories to students, assisting with fundraisers, assisting in the computer lab, libraries, mentoring, and tutoring. Each of these activities contribute to the school and all are valuable to teachers, staff, and students.
- Volunteers are responsible for understanding and using the specific approaches demonstrated by teachers/staff so that children are dealt with consistently and fundamental concepts are followed.



- Volunteers are an extension of JDM and WHA. Teachers and administration will determine how to most effectively use volunteers. Teachers will provide written and/or oral directions for activities they want volunteers to execute. If a volunteer doesn't understand the activity assigned, they should ask for a demonstration and/or clarification.

Discontinuation of Services: Although JDM and WHA are not limited to the reasons below, a volunteer can be asked to discontinue their services for the following: • Breach of confidentiality • Sexual misconduct • Unlawful conduct or violation of any rules, policies, and procedures • Physical or emotional stress which incapacitates the volunteer • Inability to cooperate and work effectively with teachers, school staff, and students • Erratic or unreliable attendance or behavior • Criminal charges or criminal conviction • Inappropriate behavior with or around any student