

Tri-City Christian Academy
2018-19 HANDBOOK
for the **VOLUNTEER**



That all our student might “...increased in wisdom, and stature,
and in favor with God and man.” Luke 2:52

Mrs. Lauren Brady
Principal

Mr. Jarid Lawson
Vice Principal

Mr. Paul Brown
Athletic Director

Thank you for having an interest in the PTA and volunteer opportunities at TCA. The PTA plays an important role as it brings together the efforts of parents and teachers to help make TCA the best learning environment for our children. Every year we strive to make the PTA stronger than the year before and your involvement plays a key role in making that happen.

At TCA, we are more than just a school, we are a community. Each parent and teacher is a valuable contributor to our children's education.

Many parents feel that they cannot participate in PTA because they cannot come to meetings or be on campus during the day. We want everyone to feel that they are a part of the TCA community. Whether you have 30 minutes or a couple of hours, your ideas, time, talents and simply your voice is truly needed. We can match your time constraints and interests to needed tasks. There are endless possibilities in ways you can help.

While volunteering at TCA, you will get to enjoy interacting with the students, other parents, and accomplishing tasks that truly make a difference. What better way to show our children how important their school is than by showing up? Even collecting Box Tops shows our children that their school means something to us as parents. Research shows that students whose parents are involved in their education have better grades and fewer discipline issues. We promise that the time you give to PTA and TCA will be worth your while...and fun! Volunteers really do make a difference in the lives of our staff and students at TCA!

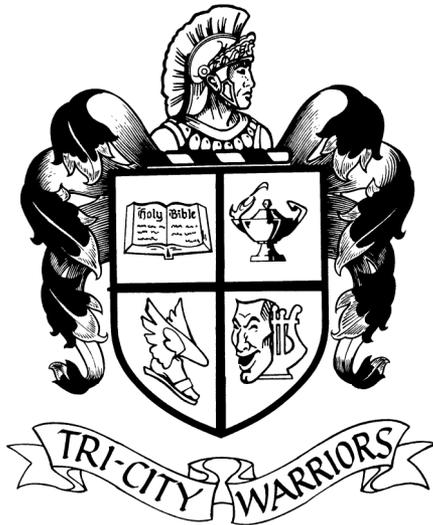
Thank you in advance for your support.

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A Letter From the Director

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WELCOME TO OUR VOLUNTEERS

The staff and students of TCA welcome active and visible parent involvement in the life of the school. Voluntarism enriches the learning environment of our children and the lives of those donating their time.

We look forward to your continued interest, support and involvement in our school community. Enjoy your time with us and do not hesitate to share your insights, questions and concerns. We rely on your feedback for the continued improvement of our volunteer program.



TCA SCHOOL VERSE

*And Jesus increased in wisdom and stature,
and in favour with God and man.*

Luke 2:52

TCA THEME

“Christ Centered Educational Excellence”

TCA MISSION STATEMENT

Tri-City Christian Academy emphasizes Christ-centered educational excellence and strives to assist parents in cultivating Christ-like young people spiritually, academically, physically, and socially.

DOCTRINAL STATEMENT

As an integral ministry of Tri-City Baptist Church, TCA adheres to all the doctrinal belief statements of the church and follows the guidelines outlined in those twelve belief statements as we work with parents, students, faculty/staff, community members and others in the public. We also use those as we write policies and procedures, which includes handbooks and other documents for viewing. Please review the church website for a complete listing and explanation of the doctrinal statement that guides TCA.

PHILOSOPHY / GOALS FOR OUR VOLUNTEERS

Research indicates that parent voluntarism in schools enhances student self-esteem, increases academic achievement and cognitive development, and improves student behavior and attendance.

Teachers come to see parents as valued partners in extending and enriching the educational program. In addition, parents come to know they make a difference through contributions of time and talent. Parent/adult involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

RESPONSIBILITIES

Administration is committed to:

- Facilitating
- Monitoring
- Evaluating
- Providing continuity for the success of the volunteer program

Staff is committed to:

- Welcoming volunteers
- Informing them about their tasks
- Providing materials
- Encouraging their initiatives and celebrating their efforts

Volunteers are committed to:

- Respecting school rules and procedures
- Being familiar with the TCA student handbooks
- Performing assigned tasks to the best of their ability
- Working cooperatively with all staff and seeking clarification when necessary
- Conducting themselves in a way that is a positive and Christ-like example to the staff and students
- Having a Christ-like attitude of service and following the instruction of the supervising teacher/department staff member

VOLUNTEER OPPORTUNITIES

The following are areas for volunteer opportunities:

*Please note that **all volunteers** must have completed a background check through the TCA office.

Classroom Coordinator

Duties include, but are not limited to:

- Attend the scheduled PTA meetings
- Organize and recruit volunteers as needed throughout the year for your class
- Assist the teacher with communications with the class as needed
- Support other parents in their volunteer roles within the classroom
- Work in cooperation with the class teacher to coordinate class parties, field trips, and any other events within the classroom that the teacher may need assistance with
- Help provide all parents in a class equal opportunity to volunteer for classroom volunteer positions
- Coordinate lunch coverage for the classroom teacher once every three weeks (every other week for 1st and 2nd grades)

Supervision at Lunch Times

- Must be familiar with and follow normal lunchtime procedures for the class

Library

- Instruction on tasks/duties will be given and explained by the staff librarian

FIELD TRIPS

- Children not enrolled in the school should not accompany the class field trip unless previous arrangements have been made through administration.
- All drivers follow the teacher provided directions driving directly to and from the field trip destination without stopping or detouring. It is very important to meet at designated times and locations as directed.

- The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:
 - * The driver must be at least 21 years old
 - * The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
 - * The vehicle must be insured by the driver for the minimum limits required by the Arizona Department of Motor Vehicles
 - * Students must wear seat belts at all times; and

Effective July 1, 2007, children less than 8 years old must be restrained in child restraint systems, unless the child is 4 feet 9 inches or taller. A child who is 8 years old or older, or 4 feet 9 inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.

BIRTHDAY PARTIES

Birthdays are an exciting part of being a kid and TCA welcomes the opportunity to celebrate with their students.

- Communicate your intentions to the classroom teacher in advance
- Work with and be respectful of the teacher's classroom procedures for birthdays
- Be aware of any allergies that a student/students may have prior to bringing in any special treats

HEALTH AND SAFETY

Accident or Injury

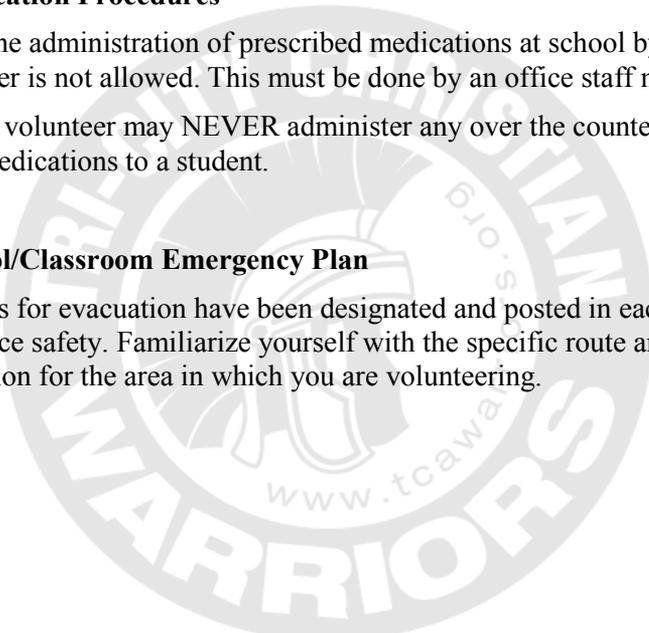
- All student accident or injury must be reported to the parent/ guardian. The volunteer should report to the teacher or administrator giving details of how accident occurred and filling out an accident report form.
- Do not leave an injured child to seek assistance, send a child or another adult to report you need assistance.

Medication Procedures

- The administration of prescribed medications at school by a volunteer is not allowed. This must be done by an office staff member.
- A volunteer may NEVER administer any over the counter medications to a student.

School/Classroom Emergency Plan

Routes for evacuation have been designated and posted in each room to enhance safety. Familiarize yourself with the specific route and course of action for the area in which you are volunteering.



VOLUNTEER PROCEDURES

Entrance (Please call if unable to come when expected)

- Sign in
- Pick up name tag and wear at all times on campus or with field trip
- Sign out when leaving

Work routine

- Familiarize yourself with the rules and routines of the school and classroom. Please ask questions if unsure about a direction or routine.
- Respect the teaching/learning process by not using your volunteer time for an informal parent-teacher conference or conversation.
- When volunteering in classrooms or on field trips make other arrangements for siblings unless previous arrangements have been made through administration.
- Be open and honest in your communication to the staff and administration. If you feel a problem exists, help to identify the problem and communicate your concern directly to a staff member.

Student Interaction

As a volunteer you are **not** expected to be responsible for the actions of the children or for administering discipline. If a student is disruptive, seek assistance from the teacher or administrator.

Unless you have a fingerprint card on file **and** have prior approval from a staff member/administrator, a volunteer should **never** be alone with a student.

RenWeb

Volunteers must never enter student grades on RenWeb for a teacher.

Use of Office Equipment or Print Shop

Volunteers may not make a request for an item from the Print Shop. Requests for printing should only be done by a teacher or staff member.

If a volunteer needs to utilize any office equipment, such as a copier, please ask for instruction from the office staff before doing so.

VOLUNTEER CODE OF ETHICS

Confidentiality

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students. A volunteer, however, may consult and collaborate with teachers and administrative staff for the purposes of more effectively helping a student. When sharing information about a student with other professionals, the information should serve the students best interest.

Communication

Always direct other parents' concerns to the classroom teacher. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.

Dependability

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

Respect for Others

Children learn from watching you. Practice patience and understanding towards the children and staff, which helps students value and apply these qualities.

Role

At all times a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

Dress

As a volunteer, you are setting an example for our students not only with your conduct, but also your dress. Like our staff members and students, volunteers are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is contrary to good hygiene or which is distracting or disruptive in appearance is detrimental to the purpose or conduct of the school and will not be permitted.

- Clothing or hairstyles that are detrimental to one's health and safety or the health and safety of others are not permitted.
- Clothing shall be clean and appropriate for school wear.
- See-through shirts, short shorts, bare midriffs, tight-fitting skinny jeans, yoga pants, spaghetti straps and strapless or low-cut shirts are not appropriate school dress. Tank tops should have well-fitted armholes and not gap or hang loosely, Straps should be 2 inches wide. No undergarments should be visible.
- Sunglasses and hats should be removed while inside the building.
- Attire that advertise illegal substances for minors or has inappropriate language printed on it is not allowed.
- We ask that volunteers dress in a manner that is Christ-like, is not distracting and promotes an environment that is conducive to learning.

*Any guideline or regulation
may be changed by the administration at any time,
and new regulations may be added as required.
Such policies will be announced and explained.
All volunteers are subject to the standing
and revised regulations at all times.*



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