



## **OAK HILL VOLUNTEER GUIDELINES**

### *Gryphon Flight Team*

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Thank you for your interest in volunteering at Oak Hill Classical School. The staff and students of OHCS welcome community involvement. OHCS believes that volunteerism cultivates a sense of community and enriches the lives of our students and volunteers as well. We appreciate that you are choosing to spend your time and individual talents to assist on the Oak Hill Gryphon Flight Team. With your continued support we can all take part in providing an academically excellent classical Christian education that cultivates wisdom, joyful learning, and a love for God and others.

### **Who Is a Volunteer?**

Oak Hill thrives on the gifts and talents of our volunteers. The Gryphon Flight Team works in many aspects of Oak Hill's operations from hot lunch to events to facilities/cleanup. Our volunteers are parents, grandparents, and community members with a love for the students and a passion to serve. A volunteer must have a professional commitment to their volunteer activity, regular attendance, a cooperative attitude, and a willingness to attend any needed training sessions.

### **School Procedures**

Student safety and well-being are the top priorities. Some volunteer positions may require an application, background check or training, if these are necessary we will let you know. Volunteers are asked to sign in at the front desk and wear a volunteer badge while on campus, to identify them as an authorized helper.

Please do not allow your child to be a distraction to your role as a volunteer. It is important for your child to be engaged with their education, rather than you, while you are volunteering.

If a student is injured or ill while you are volunteering, please enlist the help of our office staff to assess and care for them. Our staff are all trained according to state law and our procedures, and they need to be the ones to handle medical situations. Once you have enlisted the help of staff, the best way you can be of assistance may be to help with other needs, such as keeping other students away from the situation, opening the door, or answering the phone. In addition, volunteers are not authorized to administer medication of any kind to students.

Any students in your care as a school volunteer should not be left unattended.

When chaperoning a field trip, please be sure that your child is engaged in the field trip, which is an educational opportunity, rather than focused on you. Parent chaperones are expected to

support the educational opportunity of the field trip and not be a distraction.

Volunteers should never:

- be in one-on-one situations with students
- discipline students (unless safety is involved)

## **Attendance**

Because students and staff are counting on your presence, punctuality and reliability are important. Please inform teachers or administrators of planned or unforeseen absences as soon as possible.

## **Appearance and Manner**

In order to promote a grace-filled environment, we ask volunteers to dress modestly and professionally while on campus. Volunteers who work in the classroom, especially as substitutes should model professionalism in appearance and deportment. No jeans, with the exception of Gryphon Spiritwear Fridays, please. Please avoid wearing form-fitting, low-cut, or revealing clothing.

## **Younger Children**

To ensure safety and an atmosphere conducive to learning, OHCS requests that no additional family members, children (infants, preschool or older children) or friends be present while you are volunteering on campus. This includes field trips, Hot lunch, classroom assistance, special events and clean up/facilities duties.

Please consider asking another member of our community to care for your children while you are volunteering.

## **Reporting**

Volunteers may report to a variety of individuals within the school, depending on the area of volunteerism. Ultimately, all volunteers are accountable to the Administration.