



**THOMAS
MACLAREN
SCHOOL**

**Volunteer Handbook
2017-18**

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Introduction

Volunteers are an essential ingredient in community life at Thomas MacLaren School. We are always looking for new ways to integrate school volunteers as members of the MacLaren School community of learners. Volunteering is a wonderful way to build our educational program and serve MacLaren students, faculty and parents. We hope, too, that working with our students provides a rewarding experience that will sustain and encourage volunteer participation.

Opportunities to Volunteer

While we as a school do not have “mandatory volunteer hours,” every parent is expected to be involved in the life of the school. MacLaren parents and friends of the school have the opportunity to serve in many ways; the following are some of the many ways one can be involved at MacLaren:

- Join the Parent Student Association and help organize and host school events such as the Used Uniform Sale, Staff Appreciation events, and MacLaren Merchandise Sales
- Assist the front desk staff and business office with administrative tasks or help with Health Screenings
- Lead or co-lead school clubs such as Yearbook and Chess clubs or coach or assist with school athletic teams, or volunteer as a class parent
- Assist with lifestyle fundraising
- Monitor students during lunch recess and/or 7th hour tutorial, provide one-on-one tutoring, or be a crossing guard
- Chaperone, and/or provide transportation to field trips

Volunteer Handbook Overview

This manual is designed to acquaint volunteers with Thomas MacLaren School and provide a general understanding of the school’s personnel procedures and policies. Contained in this manual are detailed descriptions of the school’s expectations of its volunteers. Volunteers are required to familiarize themselves with the contents of this handbook, and are encouraged to direct questions to the Volunteer Coordinator.

This handbook cannot anticipate every situation nor answer every question about volunteering at Thomas MacLaren School. It is not a contract and it DOES NOT create contractual obligations of any kind. While this document does not take the place of the volunteer agreement, it does provide a more detailed description of the relationship the school expects to develop with its volunteers.

To retain necessary flexibility in the administration of policies and procedures, Thomas MacLaren School reserves, to the extent not expressly prohibited by law, the right to unilaterally change, revise, or eliminate any of the policies and/or benefits described in this handbook.

Throughout this manual, the term “Board of Directors” and “Board” refer to the Thomas MacLaren School Board of Directors.

Thomas MacLaren School's Vision and Mission Statements

Vision Statement

We believe all students should be immersed in the best our tradition has to offer. We believe all students can be active and useful participants in the ongoing and enduring conversation that is a vibrant civilization. We believe all students can be formed in a habitual vision of greatness that makes lifelong learners of the doctor and the mechanic, the housewife and the professor. Thomas MacLaren School strives to build a lasting community of learners in which each student is the agent of his or her education.

We at Thomas MacLaren School believe that all young men and women deserve the same quality education, regardless of their ethnicity, gender, or socioeconomic background. All students, not only those wealthy enough to attend private schools or to earn places in specialized public schools, deserve to study the best that the Western tradition has to offer.

Mission Statement

From the seminar to the science lab, from the music room to the playing field, Thomas MacLaren School begins with the conviction that *all human beings can know truth, create beauty, and practice goodness*. To that end, we expect students to develop basic tools of learning, ordered basic knowledge, moral seriousness, breadth and depth of imagination, artistic ability and sensitivity, and a sense of wonder.

Expectations for Volunteers

- Provide all information requested in the three document packet consisting of the Volunteer Application, Disclosure and Authorization Form and Summary of Your Rights under the Fair Credit Reporting Act, found on the website under the Parents tab. Volunteers must consent to a background check, and provide two personal references.
- Attend mandatory sessions as determined by the Head of School or Volunteer Coordinator.
- Attend all scheduled volunteer obligations or advise volunteer coordinator as soon as a potential or actual conflict is identified.
- Maintain discipline in accordance with the MacLaren School *Parent-Student Handbook*, (found on our website, www.maclarenschool.org), and offer students feedback, positive or negative, as appropriate.
- Dress and model behaviors appropriate of a role model.
- Be accountable for assigned students at all times.
- Immediately report any concerns for the safety of students, faculty or volunteers to the Head of School or volunteer coordinator.
- Coordinate any necessary materials with the volunteer coordinator.

- If overseeing any activity on the school grounds afterschool, ensure students are abiding by guidelines set forth in the Parent-Student Handbook, particularly regarding dress (unless that activity requires non-uniform dress), no electronics, or gum in the school building. Moreover we ask that adults sponsoring or coaching events abide by these guidelines as well.
- All after-school activities must be finished by 4:45 p.m.; students must be off campus by 5:00 p.m.
- If an extracurricular event needs to be cancelled, please inform the school office and Volunteer Coordinator at least 24 hours in advance. If an emergency comes up or a coach/sponsor becomes ill and cannot make practice, please call the school as quickly as possible so that students can make other arrangements.
- Volunteer assignments are eligible for renewal annually.

Child Abuse or Neglect Reporting

The Colorado Child Protection Act specifically requires school officials, employees, and volunteers working for a school-sponsored activity to report (i) known or suspected cases of child abuse or neglect (including emotional, physical, or sexual abuse) or (ii) circumstances which might reasonably result in abuse or neglect. Reporting child abuse or neglect is a difficult yet extremely important situation for everyone involved. Thomas MacLaren School has created this policy in order to assist in appropriate handling of these situations. Thus, employees and volunteers are asked to follow these procedures.

Definition of Child Abuse: Child abuse is any act or omission which threatens the health or welfare of a child, regardless of whether it is physical, sexual, or emotional abuse. "Physical abuse" may be exhibited by evidence of skin bruising, bleeding, malnutrition, burns, fracture of any bone, or soft tissue swelling. "Sexual abuse" includes any touching of a child's private parts (the "swimsuit area"), whether above or below clothes, for the purpose of sexual gratification. "Emotional abuse" is the identifiable and substantial impairment (or substantial risk of impairment) of a child's intellectual and psychological functioning or development.

Definition of Neglect: Neglect is considered to be failure on the part of a child's caretaker to provide adequate food, clothing, shelter, supervision, or medical treatment.

Reporting Procedures: If a teacher, volunteer, or staff member suspects abuse or neglect, or observes circumstances which might reasonably result in abuse or neglect, he or she must report it immediately to the Head of School, who will then notify social services or assist the employee or volunteer in doing so. Such reporting must be done verbally over the telephone and in writing, and shall be documented on the appropriate "Child Abuse Reporting" form. All reports must be filed as soon as practicable after learning of the abuse or neglect. In most circumstances, the verbal report should be made within 24 hours and the written report within 48 hours.

Child Abuse/Neglect Files: The Head of School keeps a child abuse/neglect file on all students for whom a suspicion of abuse/neglect has been filed. Such documentation may never be stored in teacher or student cumulative files.

Volunteer Obligations: It is not the responsibility of school officials, employees, and volunteers working for a school-sponsored activity to try to determine the cause of the suspected abuse or neglect, nor is it the responsibility of school officials or volunteers to prove that the child has been abused or neglected.

A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

In the event that a school official, employee, or volunteer working for a school-sponsored activity suspects that another staff member or volunteer is the perpetrator of child abuse or neglect, a report must be filed and submitted to the Head of School immediately upon learning of the abuse or neglect. The Head of School will respond to the incident both as a suspected child abuse case and as a disciplinary issue.

Children of Volunteers

All children of volunteers will be expected to uphold the same behavioral standards and procedures as their student peers. This means that the children of volunteers are not permitted to be in the hallways prior to 7:25 a.m. or after 3:45 p.m., and they are not permitted to run or play unsupervised in the building. The Thomas MacLaren School staff needs specific times and places dedicated exclusively to their work. As such, children, including children of faculty, staff, and volunteers, are prohibited from being in the faculty room.

Should a faculty, staff member, or volunteer fail to enforce the above rules with his or her child(ren), the privilege of allowing the children to be present in the building during these times may be rescinded.

Closures and Delays

Thomas MacLaren School will broadcast weather-related closures and delays by 5:30 a.m. on the major news networks and radio stations and periodically thereafter until 9:00 a.m. Closures and delays will also be posted on the school's website, www.maclarenschool.org, and sent to parents via SchoolMessenger Communicate. SMS (text) message will be the default. Parents may change their personal preferences in the SchoolMessenger InfoCenter to receive notifications by email or phone call. If the school is closed, all school-sponsored activities are canceled. In the case of a two-hour delay, school begins at 9:45 a.m. and students should arrive between 9:25-9:40 a.m.

Communication

Good communication is the lifeblood of any social entity. MacLaren depends upon good communication. We are committed to practicing and encouraging good communication throughout the entire MacLaren family. Good communication builds community, trust, confidence and school spirit. All members of the MacLaren family want to adhere to the following principles to assure good communication: thinking and saying the best about one another; avoiding gossip, slander, rumor, pressure tactics, etc.; respecting students, other parents, families and teachers; and talking directly to the responsible person.

Computer Use

If use of the computer lab is necessary during an activity, the leader of that activity should receive permission from the Head of School or his/her designee, as well as training on computer lab use.

Computers, computer files, the email system, the voicemail system, and software furnished to employees or volunteers for school-based activities are Thomas MacLaren School property intended for business use. Flash drives used in the computer lab need to be approved. Volunteers shall not use a password, access a file, or retrieve any stored communication without authorization. Thomas MacLaren School reserves the right to monitor information stored in electronic systems, at any time, for any reason. Thomas MacLaren School cannot and does not guarantee the privacy of information created, received, or sent from electronic systems. School electronic systems may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. School electronic systems may not be used for anything related to gambling, chat rooms, blogs, sexual issues, etc.

Thomas MacLaren School purchases and licenses the use of various computer software programs for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Thomas MacLaren School does not have the right to reproduce such software for use on more than one computer. Volunteers may use software on local area networks or on multiple machines only according to the software license agreement. Thomas MacLaren School prohibits the illegal duplication of software and its related documentation. Employees must notify the Head of School upon learning of violations of this policy.

Discipline

Discipline at Thomas MacLaren School serves our educational mission. The establishment of the culture of Thomas MacLaren School is a necessary condition for our educational success. Our intention is to create a certain kind of culture so that learning and teaching can proceed optimally. The foundation of discipline and order at Thomas MacLaren School is the realization that a civilized learning community demands certain fundamental norms of courtesy, morality and orderly behavior in order to fulfill its mission.

MacLaren should be a place characterized by kindness, friendliness and peace. We place a high premium on the teacher's personal investment in the student and we resist the practices that depersonalize so many schools. We do not relate to the students principally under the rubrics of rules and regulations; rather, we emphasize the dignity of the teachers and students in a culture marked by truthfulness, goodness, patience, justice, and mercy.

That said, should a volunteer believe that disciplinary action is necessary with a student, he or she should not administer discipline, but should leave a message for the appropriate Dean at the front desk. Volunteers are encouraged to read the Parent-Student Handbook (found on our website, www.maclarenschool.org), and should be particularly aware that students are not allowed to chew gum at school and may not have electronic devices with them in the classroom (phones, mp3 players, etc).

Dress Code for Volunteers

All Thomas MacLaren School volunteers are expected to dress professionally as models for students of successful professionals. A volunteer's appearance reflects not only on the volunteer as an individual, but on Thomas MacLaren School as a community. The school expects volunteers to dress modestly and professionally, using the following guidelines, when representing the school.

- Hair shall be clean, neatly groomed, and non-distracting.
- Foundation garments shall be worn and shall not be visible with respect to color, style, and texture.
- All skirt and dress hemlines must be knee-length or longer.
- Shirts, sweaters, and blouses must be tucked in or of an appropriate length so as not to expose the midriff at any time.
- Pants must fit at the waist and not be excessively form-fitting.
- If volunteering in the classroom/with students, no jeans.
- The following types of clothing are not allowed: spaghetti straps, see-through clothing, strapless clothing, or clothing that is tight, revealing, or suggestive, or that promotes drugs, alcohol, or violence.

Emergency Procedures

Thomas MacLaren School keeps detailed emergency procedures that delineate what to do in the case of a fire, tornado, lock-down, or other emergency. An Emergency Management Plan is hanging on the wall in every room in the building. All volunteers receive training on the school's emergency procedures at the beginning of the school year. It is the volunteer's responsibility to review, understand, and be prepared to implement all of the school's emergency procedures.

Fees

Any fee associated with a MacLaren club or activity must be approved by the Head of School and coordinated with the Business Manager.

Grievance Policy and Procedures

Thomas MacLaren School values open and proactive communication among and between the members of the school community, including parents, students, faculty, staff, administration, volunteers, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. As adults we must model for our students a willingness to address conflict directly. As such, Thomas MacLaren School's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

These procedures guide how faculty, volunteers, and staff are expected to express grievances about other members of the professional community, including peers, supervisors, or the administration. They are similar to the procedures that parents and students are expected to express grievances about faculty, staff, or administrators.

The administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, if the conflict is

not resolved at the lowest faculty or administrative level, the guidelines below provide a process for resolving the conflict.

Grievance Procedures: Thomas MacLaren School is committed to ensuring that the following procedures are followed:

1. Address Issue With Those Directly Involved

The grievant brings the situation or concern to the attention of those directly involved. Should a faculty member or volunteer fail to begin the process at the lowest possible level, and instead go directly to a Board member with a concern about the Head of School (for example), the Board member will re-direct the grievant to the Head of School.

2. Address Issue With Appropriate Supervising School Director

If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation must be brought to the attention of the Head of School within ten days of the above meeting. The Head of School and the conflicted parties will address the situation, facilitate communication, and develop goals for conflict resolution. The Head of School will monitor this process until resolution is realized or until an impasse is reached.

If the concern is regarding the Head of School, the Chair of the Board will facilitate the complaint at this level.

3. Prepare a Written Grievance for the Board of Directors

If the grievant is not satisfied with the response received via steps one and two, the grievant shall prepare a formal written grievance with the assistance of the facilitator in Step 2. This written grievance should:

- 1) describe the incident, decision or practice that gave rise to the complaint;
- 2) cite the contract, policy, or procedure that has been violated and/or rationale for concern;
- 3) describe what conflict resolution strategies were attempted via steps 1 and 2; and
- 4) explain what corrective action is being requested.

If the concern is regarding the Head of School, the Chair of the Board will oversee this process.

It is the Head of School's responsibility to manage the ultimate resolution of conflicts among parents, students, faculty, and staff, excepting those that pertain to the Head of School him/herself or to the Head of School's execution of a school-wide policy or procedure.

4. Provide Written Grievance to the Board

The grievant may request that the matter be brought to the attention of the Board only if the matter has not been satisfactorily resolved. Upon request by the grievant, the Head of School will forward the written grievance to the Chair of the Board at least one week prior to the next scheduled Board meeting. The Chair, or designee, will review the above process with the grievant and ensure

that the proper steps were taken before adding the issue to a meeting agenda. Grievances shall not be brought to the Board as a matter of Public Comment as this does not give the Board sufficient time to consider the issue(s) and address them through this grievance process. The Board will not hear matters that do not follow this grievance process.

The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be at the level of the Board of Directors.

Guidelines for Students regarding Extracurricular Activities

Athletics

At MacLaren, the student athlete is first and foremost a student. Coaches, team captains and faculty work hard to promote excellence on the court or the field and not produce an athletics subculture in the school. An unhealthy preoccupation with athletics can produce an athletics elite, which would ultimately be divisive and detrimental to the community of learners. While always secondary to the academic life of the school, a healthy athletics program is nevertheless an important aspect of life at MacLaren.

The athletics field or court is a kind of classroom where students learn lessons about teamwork, fair play, healthy competition, honorable victory, gracious defeat, respect for opponents and courtesy. The goals and objectives of the athletics program include:

- To seek victory through skill, teamwork, stamina, courage and commitment.
- To develop healthy bodies, agility, strength, endurance, mental discipline and athletic skills.
- To foster the growth of personal character by demanding the highest standards of good sportsmanship, by teaching loyalty and perseverance and by encouraging personal sacrifice for the sake of the team.

Other Extracurriculars

As extracurricular activities become available, students are welcome to participate in them. The expectations of behavior are similar. Consequences for poor behavior may result in losing the privilege of participating in the activity.

Eligibility

All students are encouraged to participate in the MacLaren athletic program and/or the other organizations that sponsor organized activities. However, academic responsibilities are always the top priority. In addition, student athletes and students taking part in non-athletic activities are public representatives of MacLaren, which makes disciplinary matters relevant. Students may be removed from teams or clubs for academic or disciplinary reasons. For example, students who accumulate 1.5 hours of detention in one semester may become ineligible for extracurriculars that semester, including athletics. The Head of School oversees this process.

Moreover, students involved in any MacLaren extracurricular club or sport need to remain academically eligible for participation. Faculty members will review group rosters weekly and advise the Head of School of any student they are concerned about. Several factors may be taken into consideration when determining student eligibility, including academic standing

and effort to improve deficient grades. If a student becomes ineligible, this status will be under review weekly.

Coaches and club sponsors need to abide by the decision of the Head of School regarding a student's eligibility status. Moreover, coaches and sponsors need to keep this information confidential.

Harassment

The goal of the school is to provide a workplace free from tensions involving matters that do not relate to the education of our students. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual or gender-related remarks, animosity, or unwelcome sexual advances or other such conduct does not belong in the workplace. As such, the school will not tolerate any form of harassment related to any protected class. It will not tolerate retaliation for refusing unwelcome, harassing overtures, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Types of Harassment

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, e-mail). It may involve, but is not limited to, unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees, supervisors, students, parents, or others visiting the school. In whatever form and from whatever source, it is forbidden.

Retaliation Prohibited

No supervisor shall have the authority to retaliate against a victim, reporter, or witness of harassment because of his or her report. Any such retaliation is subject to prompt reversal upon completion of any related investigation.

Reporting Harassment

In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. Employees or volunteers who consider any person's behavior to be inconsistent with these guidelines are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately and graciously with such requests or seek direction from their supervisor.

The school must be informed of harassment before the school can stop it. Thus, every employee or volunteer who reasonably suspects that harassment has occurred, including everyone who believes that he or she is a victim of harassment, must immediately report the circumstances to their immediate supervisor or to the Head of School. Allegations involving the Head of School may also be reported to the Chair of the Board of Directors. Employees or volunteers should not assume that management is already aware of the situation. They should not assume that it is someone else's duty to report.

Purchases/Check Requests

When a volunteer needs to purchase something for the school, the volunteer must first complete a Purchase Request Form that includes the anticipated cost of the item(s) and then submit it to the Head of School or his/her designee, who will then approve or deny the requisition and notify the volunteer of the decision. If approved, the Business Manager either makes the purchase or asks the volunteer to make the purchase. In the latter case, after making the purchase, the volunteer completes the Check Request form, attaches the original receipts for all purchases, and submits the Check Request for reimbursement. A check shall be issued by the school within two weeks. It is important to note that all volunteer purchases, excluding classroom allowance purchases, must be approved with a Purchase Request Form prior to the purchase being made. The school has no obligation to reimburse for expenses not approved prior to purchase.

Smoking

In keeping with Thomas MacLaren School's intent to provide a safe and healthful work environment, smoking and all tobacco use is prohibited in or on the school premises or while accompanying students offsite as a representative of the school. This policy applies equally to all employees, students, volunteers, and visitors.

Substance Abuse Policy

In order to preserve a healthful and safe environment for staff and students, Thomas MacLaren School prohibits the possession, distribution, use, or being "under the influence" of alcohol or any illegal narcotic, drug, or controlled substance on its premises. The legal use of prescribed drugs is permitted on the job only if it does not impair the ability of an employee or a volunteer to effectively and safely perform the essential functions of the job. In certain circumstances, the school may require an employee or volunteer to take a drug test.

Daily Schedule

There will be no 7th Period on Friday.

****Dismissal on Friday is 2:40 p.m.**

Morning Assembly	7:45 a.m.– 8:00 a.m.
Period 1	8:05 a.m.– 9:00 a.m.
Period 2	9:05 a.m.– 10:00 a.m.
Period 3	10:05 a.m. – 11:00 a.m.
Lunch 6th/7th Grades	11:05 a.m. – 11:40a.m.
Period 4HS (9th-12th in class)	11:05 a.m. - 12:00 p.m.
Period 4MS (6th-8th in class)	11:45 a.m. - 12:40 p.m.
Lunch 9th-12th Grades	12:05 p.m.- 12:40 p.m.
Period 5	12:45 p.m. – 1:40 p.m.
Period 6	1:45 p.m.– 2:40 p.m.
Period 7	2:45 p.m.– 3:30 p.m.

Classes are 55 minutes long. Passing periods are 5 minutes.

Two-hour delay: Dismissal on a two-hour delay day is 3:30 p.m., even if on a Friday.

Morning Assembly	9:45 a.m.– 9:55 a.m.
Period 1	10:00 a.m.– 10:45 a.m.
Period 2	10:50 a.m.– 11:35 a.m.
Period 3	11:40 a.m. –12:25 p.m.

Lunch 12:30 p.m.– 1:00 p.m.
Period 4 1:05 p.m.– 1:50 p.m.
Period 5 1:55 p.m.– 2:40 p.m.
Period 6 2:45 p.m. – 3:30 p.m.

Classes are 45 minutes long. Passing periods are 5 minutes. Two-Hour Delay days will not include Period 7.