



**VALLEY**  
ACADEMY



Reid Traditional Schools'  
**Valley Academy**

**Volunteer  
Handbook**

# Reid Traditional Schools

## *Declaration of Confidentiality\**

Federal law and the Family Educational Rights and Privacy Act (FERPA) are very specific about student privacy, confidentiality, and the release of student records. Therefore I, \_\_\_\_\_, acknowledge that as a volunteer working for Reid Traditional Schools, under the supervision of Reid Traditional Schools employee(s), I may encounter information of a personal and/or confidential nature relating to students, employees, patrons, or business dealings of Reid Traditional Schools. I pledge and guarantee not to put Reid Traditional Schools at risk by disclosing any such information and will deal with such information only on an as-needed basis within the scope of my work with and for Reid Traditional Schools.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Witnessed By: \_\_\_\_\_

*Reid Traditional Schools offers equal opportunity in employment and education.*

\* This is a sample form. Please obtain an actual form from the school office.

***At Valley Academy, Parental involvement is one of the most important elements in providing a quality education for our children.***

## **Confidentiality**

Federal law and the Family Educational Rights and Privacy Act (FERPA) are very specific about student records. Therefore, any volunteer who works directly with student files must read and sign a Statement of Confidentiality form. Volunteers who work directly with students may be subject to fingerprint and background checks. All volunteers have their addresses and phone numbers on file in the school office.

Volunteers are asked to remember that any thing they may hear or see could be considered confidential and thus, they are asked not to talk to other parents regarding things heard or seen at school. Should there be an issue in which there is concern, the volunteer is asked to bring that information directly to school administration. Things that are considered confidential include, but are not limited to:

- ◇ Student behavior or progress
- ◇ Personnel issues
- ◇ Student records/grades
- ◇ Inter-office memos
- ◇ Names and phone numbers  
(Unless specifically authorized for release)



## **The Community**

As a volunteer, you serve the needs of children and you become a vital link between the school and the community. The community, as well as the students, parents, and staff will view you as a representative of Valley Academy.



## **Who is a volunteer?**

A volunteer is any individual who shares his or her time, talents, knowledge, and skills. Volunteers are people dedicated and committed to improving our children's educational experiences. Volunteers work under the supervision of the school staff, helping to strengthen and expand Valley Academy's educational programs.

## **Sign in / Sign out Procedures**



Everyone is required to sign in and out when visiting or when volunteering on campus. The Sign In sheet is located on the receptionist's counter in the school office. Due to security reasons, student safety, and in case of an emergency, it is important that the school have an accurate record of who is on campus, the reason, and for how long. Additionally, if you need to be contacted while on campus, the office personnel will know where to locate you.

Everyone on campus must wear an identification badge. There are generic badges which are available in the school office, or if you prefer, you may purchase a photo I.D. badge in the school library for a nominal fee.

## **Tobacco & Drug Free Campus**



Valley Academy is a smoke-free and drug-free environment. Adults and visitors are expected to abide by the same standards. There are no accommodations provided for smoking. The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, including vapor products is prohibited anywhere on school grounds. Arizona law forbids use of tobacco products on school property and may impose up to a \$300.00 fine for violations. No alcoholic beverages or illegal drugs of any kind are ever allowed on school property.



## **Dress and Behavior**

Just as our students and staff are asked to dress appropriately, volunteers are asked to dress appropriately. Consider your area of volunteer work. If you are working in the classroom; clean, modest clothing is considered appropriate. Shorts are discouraged for any indoor work. Playground/lunchroom volunteers are asked to dress comfortably, in clean, modest attire. Jeans and tennis shoes are acceptable. Halter tops, see-through blouses, shorts that cover less than 2/3 of the thigh, and torn, dirty clothes are never acceptable.

Please be prompt and reliable when you are scheduled to volunteer. The teachers, staff, and students will be expecting you at your scheduled times. It is understood that there may be times when you are unable to keep your scheduled times. When this is the case, we ask that you notify the volunteer coordinator or the staff member that you are scheduled to work with as soon as possible.

All adults, both staff and volunteers, are expected to model the behavior we ask of our students. Please be familiar with the Parent/Student Handbook as well as this handbook. Your appearance and behavior should attract no undue attention.



***Remember, you represent Valley Academy!***



***Valley Academy is a gum free campus.***



## **Discipline and Physical Contact**

The responsibility for discipline rests with the school staff. Volunteers are to refer all discipline concerns to the teacher or staff person in charge of the area.

Volunteers may give verbal cues to remind students of school rules. Situations which require disciplinary action must be turned over to a teacher or staff member.

Physical discipline is not allowed at Valley Academy. At no time should a volunteer physically discipline a student. In the case of students fighting, a volunteer should immediately seek the help of a staff member.

Volunteers are cautioned about all forms of physical contact. A high five, a thumbs up, a compliment, and a smile are preferred ways of showing support and encouragement.

## **Accidents**



The health office is open during regular school hours if you need medical attention. As a volunteer, if you are involved in or witness an accident on campus you are required to fill out an accident report form. This is for the protection of both the school and yourself. The forms are available in the health office.



# Questions & Answers



## ***Q—How can I volunteer?***

A—You may call the school office and leave your name, area of interest, and availability with the receptionist. You may also contact the VAPO Governing Council representative in charge of coordinating volunteers. You may also arrange to work directly with your child's teacher.

## ***Q—Can I bring my younger children with me when I volunteer?***

A—For most tasks at school this may not be appropriate, especially when working in the classroom. Some tasks however are family oriented. There is a parent room available for some volunteer work, children are welcome to stay with their parents in this room. Parents are responsible for the supervision of their own children.

## ***Q—Where may I store personal belongings while I am volunteering on campus?***

A—Check with the office staff or teacher with whom you are working. Valley Academy does not accept responsibility for lost or stolen items.

## ***Q—May I have lunch with my children?***

A—Yes. Parents are always welcome to have lunch with their children. All hot lunches have to be pre-ordered. Due to limited time and space, volunteers are asked not to eat with the teachers during their short break time.



## ***Q—If I am not feeling well, should I come in anyway?***

A—If you are not feeling well, do not try to come in. It will be better for everyone if you allow yourself to get well. Please call in as soon as you know you are unable to come in.

**Q—*May anyone other than a parent volunteer?***

A—Yes! Volunteers who do not have a relative attending Valley Academy must be interviewed by the Principal before beginning volunteer service. Of course, anyone who works directly with students may be subject to fingerprint and background checks and may be asked for personal references. All volunteers must have their address and phone numbers on file in the school office.

**Q—*Can I volunteer anywhere other than the classroom?***

A—Absolutely! Volunteers are needed in a wide variety of areas: health office, playground, lunchroom, library, parking lot, school office, maintenance, and at home (research, phone calls, reading, editing, special projects, etc.).



**Q—*If a student needs a ride home, may I help?***

A—Not without prior written permission from the student's parent or guardian. In an emergency situation, you may bring the student to the school office where arrangements will be made to get the student home safely.



**Q—*Which restrooms may I use?***

A—There are adult restrooms located near each set of student restrooms. A key may be obtained from a staff member.

**Q—*May I use the copy machine?***

A—Only after you have been trained. All school personnel have codes for using the copy machine, if you are making copies for a staff member, they must give you their copy code number.





## Questions & Answers Continued

**Q—Which telephone may I use?**

A—There is a telephone available in the parent room and in the lobby of the school office. *No long distant phone calls are permitted.*

**Q—What if I need to talk to my child's teacher?**

A—It is not appropriate to speak to teachers about individual concerns during class times. You may leave your phone number with the teacher or the school office personnel and the teacher will contact you. If you prefer, you may call the school and leave a message on the teacher's voice mail.

**Q—What if someone approaches me with a concern or complaint?**

A—Valley Academy has procedures for hearing complaints. Please refer to the Valley Academy Parent/Student Handbook. Complaints and concerns should be handled by the appropriate school employees.

**Q—What should I do when I see a student out of dress code?**

A—As a volunteer, you need to refer this to the attention of a staff member.

**Q—Does Valley Academy really need my help?**

A—Yes. Volunteers on campus demonstrates that education is valued. You expand the opportunities that can be offered to our students. A few people can not carry this load but, together we can provide our children with the educational environment they deserve.

**Our volunteers are the heart of Valley Academy!**

**Thank you!**

## ***Important Information School hours...***

### **4 Year Old Preschool**

Days in session: Monday through Friday  
Half Day: 8:30 AM to 11:30 AM  
Full Day: 8:30 AM to 3:30 PM

### **Kindergarten through Eighth Grades**

AM Kindergarten: 8:00 AM to 11:05 AM  
Full Day Kindergarten: 8:00 AM to 3:15 PM  
(Tuition is charged for the Full Day Program.)

Grades 1 & 2: 8:00 AM to 2:15 PM  
Academic Arcade: 2:15 PM to 3:15 PM  
(A fee is charged for Academic Arcade)

Grades 3 through 8: 8:00 AM to 3:15 PM

### **Important Phone Numbers**

Main Number: 623-516-7747  
Reception Desk: ext. 101  
Attendance: ext. 108  
Discipline issues: ext. 115  
Business office: ext. 116  
Parent Room (VAPO) ext. 308

**[www.ValleyAcademy.com](http://www.ValleyAcademy.com)**

## **How to Log Volunteer Hours?**

There are 3 ways to log volunteer hours. There is a volunteer log located on the receptionist's counter in the front office. Additionally, volunteer forms can be completed and submitted to your child's teacher or turned into front office. The best way to ensure your volunteer hours are logged is by using the website.

To use the website go to the [ValleyAcademy.com](http://ValleyAcademy.com). Click on the VAPO tab. Then click on the Volunteer Time Log. Complete the form and click send.

## **Why Log Hours?**

We appreciate each and every volunteer. Tracking allows us to recognize you. VAPO recognizes one family with the Volunteer of the Month award. Furthermore, the teachers and staff at Valley Academy like to take the opportunity to thank each volunteer at the end of the year.

In addition, tracking hours allows VAPO to qualify for grants and other resources from funders, donors, and other community entities. In order to securing funding or donations some applications require volunteer contributions. In some occasions, volunteer time is assigned a value and donations will match the volunteer value with funds.

**Many hands make light work.**

**Thank you for Volunteering!**

# **VAPO Committees & Events**

## **ATHLETICS**

Turkey Trot (Nov)                      Field Day (Jan)                      Booster Club  
Sport Recognition (May)

## **COYOTE PRIDE**

Spirit Day Shirt Orders (Aug/Jan)      Spirit Day Ice Cream (Monthly)  
Picture Day (Sept)                      Used Uniform Sales/Organization

## **CURRICULUM**

Classroom Curriculum Support      Textbook Reviews  
Video Reviews                          Recommended Reading List Updates

## **EIGHTH GRADE PROMOTION**

Promotion Fundraisers (3x/year)      Fall Dance (Oct)  
Dinner Dance (May)                      High School Night (Oct)  
Eighth Grade Promotion (May)

## **EVENT FUNDRAISING**

Spring Festival (March)

## **LIBRARY**

Library Volunteer Coordination      Scholastic Book Fairs (Sept/Apr)

## **OFFICE FUNDRAISING**

eScrip/Fry's Cool Cash                      Box Tops (monthly)                      Fun Run (Jan)  
Fall Fundraiser (Aug/Sept)                      Harkins SMF (Feb/Mar)

## **SPECIAL EVENTS**

Lock Down Kits (Aug)                      Academic Bee Assist (Jan)  
Fall Family Fun Night (Sept)                      Spring Family Fun Night (Apr)

## **STAFF APPRECIATION**

Staff Breakfasts/Lunch (Quarterly)      Teacher Appreciation Week (May)

## **STUDENT RECOGNITION**

Caught Being Good (monthly)                      Honor Roll Ice Cream (quarterly)  
Honor Roll Reception (May)

## **VALLEY COMMUNICATION**

Summer e-mail (July)                      Parent Orientation Meeting (Aug)  
Homeroom Parent Coordination                      VAPO Meetings (monthly)  
Board Meetings (monthly)                      Spalding Certification for Teachers

## **VOLUNTEER COMMUNICATION**

Gear Up for School Night (Aug)                      Volunteer Coordinator (Aug)  
DIBELS Testing (Sept/Jan/May)                      Volunteer Time Log/Recognition  
Scholastic Classroom Coordination                      Kindergarten Screening (March)

**Valley Academy**  
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