

2017/18 Volunteer Handbook

Cooperative Drop Off Program

All parents are responsible for partnering with Grace and Glory, as active home educators and school supporters; volunteering in some capacity, on or off campus. Every parent plays an important role in our school community, no matter how big or small.

The leaders of our Grace and Glory Wednesday program do not receive paychecks; we all work on a volunteer basis. As a nonprofit ministry and private satellite school, our tuition goes straight back to investing in our students!

The Body of Christ

For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. (1 Corinthians 12:12)

We believe each parent possess unique gifts and talents, in which God created them with and destined for them to use for His glory. It is our privilege and honor, to serve the next generation of disciplines for Christ. Please prayerfully consider where God is calling you to serve in this season.

Team Leadership

For the 2017/18 school term, we will be utilizing Team Leadership. Teams are made up of the following:

- *Non-Teaching Support (parents with littles under 5)
- *Subs, Assistants, Floaters (parents with kids age 5+)
- *Lead Teachers
- *Administration/Directors/Board Members

We shall allow parent choice in their desired areas of service; however, certain roles must absolutely be covered to ensure the operation of our program. If no one steps up to fill the necessary roles, we may have to cancel a class or discontinue offering a service.



Lead Teachers: Wednesdays (full day)

For parents of school-age children or those with consistent childcare coverage

Must be a seasoned believer, have homeschooled for 1yr or more, and have ministry or classroom experience

Responsibilities include -

- *Serve a minimum of 28 Wednesdays
- *Available for Teacher Training and Leadership Meetings, year round
- *Arrive early for Leaders Prayer | *Stay after for clean up, “rejoices and rethinks”
- *Take attendance and oversee behavior management
- *Review material in advance; come prepared and equipped to teach your class
- *Facilitate lessons and teaches curriculum to your class
- *Make certain the class is tidy and restored to order, once exiting the campus
- *Communicate with parents
- *Purchase supplies throughout the year; submit receipts for reimbursement
- *Conduct yourself as a positive role model
- *Mentor, encourage and uplift students in their walk with the Lord and their educational journey
- ***Background Check Required**

Subs, Assistants and Floaters

For parents of school-age children or those with consistent childcare coverage

Responsibilities include -

- *Available to cover the class (one time per year) in the event of the Lead Teachers absence
- *Assist the Lead Teacher with messy or involved projects, labs and crafts
- *Crowd Control: help with behavior issues, noise level, and distractions
- *Plant yourself between chatty children
- *Phone a parent whose child is sick or has a discipline issue
- *Supervise the class, so the teacher can use the restroom
- ***Background Check Required**

Remember:

Most teachers do not have 4 arms

Most teachers do not have eyes in the back of their head

Most teachers need to use the restroom at least once during the day

Most teachers cannot give extra attention to struggling students, while running her class

Chemistry Class Aide

For parents with students enrolled in Chemistry classes

Our teachers will require the help of an aide in Chemistry classes, each week. Students will study Chemistry in the Church Kitchen, and be handling chemicals, liquids, tools and supplies of various kinds. It is important that our teachers are not alone with the class, to ensure the safety and success of our Chemistry classes.

We will set up a rotating schedule. If your child is taking the class, either you or your spouse must be on the rotation list. ***Background Check Required**

Elementary Chemistry will take place during the first block of the day. (10:00-11:00)

Middle School Chemistry will take place during the last extended block of the day (1:15-2:30)

Non-Teaching Support

For parents with littles still at home, under the age of 5 years old

There are multiple roles available to those who are not able to serve on campus; we understand the needs during this season of having young children at home, who rely on mom.

Room Moms

Team of (5) ladies

- *Serve a minimum of 4 times per year
- *Responsible for planning Thanksgiving, Christmas, Valentine and Easter class parties.
- *Coordinates emailing parents and arranging snack/décor/supplies to be provided.
- *Ensures everything is provided for celebrations, relieving the Lead teacher from these tasks
- *Selects a mom to help shoot pictures of the celebrations

NOTE: All plans must be preapproved by the teacher. In general, Grace and Glory does not incorporate Santa Claus or the Easter Bunny into any of our parties or events. We ask that snacks are allergy friendly and do not contain peanuts or tree nuts.

Social Media Team Moms

2 ladies

- *Posts, Shares, and Encourages families regularly on behalf of Grace and Glory (FB & IG)
- *Uses social platforms for positive support, exercising correct grammar, spelling and punctuation

Hospitality Team Moms

Team of (3) ladies | Must arrive in the building by 9:20am

- *Each mom serves 1 x per month
- *Bakes or buys pastries for the Lead Crew in the morning
- *Turns the Coffee Pot on to begin brewing
- *Sets out the Welcome Board for parents to view

Scholastic and Reading Program Team Moms

Team of (2) ladies | Leader and Co-Leader

- *Emails Scholastic Catalogs to families (once per month) (10x annually)
- *Plans and coordinates the annual Grace and Glory Reading Incentive Program
- *Informs, creates and distributes guidelines of the program and the reward goals
- *Prepares/Leads the Reading Incentive Award Ceremony on the last day of school
- *Solicits or shops for rewards

Prayer Team | Care Team Moms

2-4 ladies

- *Coordinates the annual "Teacher Appreciation" week
- *Sets up Meal Trains for any families with new births or deaths
- *Runs the Prayer Tree, manages prayer requests and praise reports

Spelling Bee Team Moms

2 ladies

- *Plans and coordinates a Spelling Bee for the last day of campus classes.
- *Distributes spelling lists *Solicits prize donations * Schedules/leads one practice round
- *Enlists a team of fair judges *Sets up the day of and leads Spelling Bee Rounds.



Advisory Board Members Only

***For parents serving on either our Board of Directors or Advisory Board for two terms or more
Parents have been homeschooling with Grace and Glory, for three years or more***

Field Trip Coordinator | Volunteer Coordinator – Juleene McGowan

- *Tracks Volunteer Hours. Coordinates Volunteers for Christmas and Easter Shows.
- *Manages absences, subs, and Volunteer schedules
- *Creates and manages the School Family Directory
- *Plans field trips in partnership with the Principal
- *Creates Sign Up Sheets, Email Notifications, and manages Field Trip communications
- *Leads Field Trips on site

Fundraising and Marketing Coordinator -- Brenda Ebberts

- *Plans and oversees any/all fundraising efforts and the collection of fundraising monies
- *Works directly with the Principal to help with program marketing, branding and design

Parent Support Coordinator – Rose Muffler

- *Ministers to parents by planning Mom's Nights, Prayer Meetings and Park Days
- *Reaches out to welcome new families and help them get connected
- *Coordinates with parents to recognize Teachers Birthdays

Wild+Free Coordinator -- Heather Vanderweerd

- *Plans, Coordinates and Leads all Wild+Free nature group trips and outings
- *Manages communication regarding all Wild+Free activities

Treasury Coordinator – Heather Vanderweerd

- *Collects Field Trip Funds, Registration Funds and any Misc Payments
- *Manages Receipt Collection/Reimbursement for Lead Teachers
- *Issues Late Fee Penalties, Collects Late Fees
- *Works directly with the Principal on Accounting/Funds

Facilities Lesion | Program Policies Coordinator – Naomi D’Alessandro

- *Works directly with the Principal, on the opening/closing of the campus each Wednesday
- *Oversees Safety and Operations of the campus program
- *Works directly with the Principal, creating new policies, updating our handbook, forms and website as needed

Program Director | School Board Officer/Secretary – Holly Croley

- *Board Secretary; records minutes and votes of Board Meetings
- *Stands in place of the Principal, in her absence
- *Oversees/Directs the Elementary Program on Wednesdays
- *Works directly with the Principal to select Classes, Curriculum and handle Conflict Resolution
- *Co-manages communications of email and phone calls
- *Co-leads meetings, events, activities and seasonal shows

CFO, CPA, HR, School Board Treasurer – Shaun Glenn

Principal | School Board President, Founder - Michaela Roekle

Superintendent, Founder - Brad Roekle

Volunteer Absence Policy

If you know of your absence, find a sub as far in advance as possible (ie: planned vacations) Because our Wednesday program only meets 3x per month, we ask that you kindly make every effort to schedule your family trips, around Wednesday classes.

If you are the teacher -

utilize our Family Directory and call ladies on the Subs, Assistants and Floaters list. It is your responsibility to make sure your class is covered. Contact the first person on the list and work your way down. Once someone has served as a Sub, their name will be removed from the list for the remainder of the school year.

If you are a Chemistry Class Aide -

utilize our Family Directory call ladies on the Chemistry Aides list. It is your responsibility to find someone to cover your shift. You will need to make-up your shift, and likely swap with another parent, in the event you are unable to serve.

If you are a Non-Teaching Support Member -

utilize our Family Directory and call ladies on the Non-Teaching Support list. Please make every effort to find someone else to cover your responsibilities.

DO NOT POST ON FACEBOOK or SOCIAL MEDIA looking for a replacement.

As a rule of thumb, phone calls can be made before 8:30pm.

After 8:30pm, please text first, asking if you can call. You may also send an email.

If you are not proving successful in your search, please contact our Volunteer Coordinator.

Volunteer Contract

Grace and Glory is a home school community of like-minded, bible believers, consisting of those who desire to fulfill the mission of our non-profit organization; including all the directors, officers, board members, contractors, volunteers and parents.

Grace and Glory commits to doing our best, to ensure your volunteer experience, is a positive and rewarding one. Parents enrolling in the Grace and Glory Cooperative Drop-off Program for 2017/18 are responsible for fulfilling **at least one role**, as described in the Volunteer Handbook. All parents must agree to serve in at least one role, at the beginning of the school year. *Parents of students in Chemistry Classes, must serve on two separate lists.

Non-compliance with this agreement, will result in a student(s) losing his or her enrollment spot at Grace and Glory. The Volunteer Coordinator, Director and Principal, in consultation with the Board, are responsible for enforcing the Volunteer Contract, counseling parents who may be substantially non-compliant, and considering "seasonal exemptions" in the form of reduced requirements for parents whose circumstances may include hospitalization, temporary transportation difficulties, severe illness, pregnancy complications, physical disability, or other short-term situations.

Policies in our Family Handbook and Volunteer Handbook shall be applied to all parents in an equal and consistent manner that is nondiscriminatory and preserves the privacy and confidentiality rights of students and parents.

Volunteers agree to conduct themselves in a manner that is pleasing as unto the Lord; refraining from foul language, smoking or violence. Volunteers understand they must not wear any offensive, revealing, or inappropriate attire. Volunteers must not engage in gossip about students, and should always strive to bring glory to God in their words and actions on campus.

AGREEMENT – Initial each of the following

- _____ Volunteer is not to be considered an employee of Grace and Glory for any purpose what so ever.
- _____ Volunteer is not entitled to, nor expecting any, salary, wage, cash or gift card compensation.
- _____ Volunteers serving 28 weeks or more are entitled to Tuition Assistance.
- _____ Volunteers agree to respect the supervision and direction of Grace and Glory board members, abiding by the policies, terms and conditions as stated in our Family Handbook.
- _____ Grace and Glory Academy may choose to end this Volunteer Agreement at any point in time.

Background Check Permission I hereby authorize GRACE AND GLORY ACADEMY to complete a background check on me (a participating parent). I understand that I will be charged \$13.00 for this Background Check.

Volunteer Signature: