

# Parent Volunteer Handbook

SY 2016-2017  
Parent Advisory  
Committee Edition



**Navajo Preparatory School, Inc.**  
Yideeską́ągóó Naat'áanii  
*Leaders Now and Into the Future*

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***Dear Navajo Prep Parent, Guardian, and/or Family Volunteer:***

We are delighted to have you join us as a new or returning parent/guardian and/or family volunteer. Our volunteers are very important to us: we truly value your time, talent and support. In other words, we couldn't do what we do without you!

To assist you with being effective in your role as a Parent/Guardian and/or Family volunteer, it is important that we provide information that will help you feel confident and comfortable when serving our school community. This handbook is intended to be a useful reference tool.

Navajo Preparatory School (NPS) is the only Navajo-sanctioned, college preparatory, and International Baccalaureate (IB) World School. It is the first Native American International high school in the country! It offers native students an academically challenging education while meeting worldwide standards and criteria. These attributes make NPS a unique school where the community members, such as parents, are proud to have their children attend.

We need you to help carry out NPS's Parent Engagement Policy. You and other volunteers will help take care of more than 35 school activities requiring parent/guardian and/or family contributions. It's a tall order to ensure we meet these goals, but with your help we can make this possible!

**Thank you for your service.** We look forward to working with you this school year!

Sincerely,  
Parent Advisory Committee  
(PAC)

## ***PLEASE READ THIS DOCUMENT!***

### **WHAT'S NEW THIS YEAR!**

- ❖ There will be more of a concentrated effort to get parent information for email updates & mailings (*this means email, phone, & mail*).
- ❖ Office hours will be by appointment.
- ❖ Information will be shared more via email and website!

### **PAC Office**

Location: Betty O'Jaye Student Center - Cafeteria Area

Phone: 505-326-6571 ext. 170

Email: [nps\\_pac@navajoprep.com](mailto:nps_pac@navajoprep.com)

Hours: By appointment: Monday – Thursday

## General Information

### **The Mission of the Parent Advisory Committee:**

To organize and promote events which encourage the active involvement of parents/guardians and to be the liaison between parents and the NPS administration and faculty/staff.

### **The Vision of the Parent Advisory Committee:**

Will serve as a bridge between NPS parents and the administration, including the NPS Board of Trustees. It will explain and clarify NPS policy, foster a safe environment where parental feedback is welcomed, and connect parents with each other and with the administration. PAC members will be knowledgeable and supportive of NPS policy, and be committed to the overall Mission and Vision of NPS. The PAC reports to the NPS Board.

## Parent Engagement Policy

Parent engagement is crucial to any school's success as well as to your child. It will support your children's education, their healthy development, and their well-being. It will promote a meaningful parent-school partnership. It will give the parent an opportunity to meet other parents, teachers, staff, and Board of Trustees. But most importantly it will provide a needed service in our school community. We are asking parents/guardians to **choose from two options:**

**1. Provide 40 volunteer hours**

- There are over 35 activities to choose from
- Hours incomplete will be calculated to a fee of \$12.50 per hour

**2. OR, pay a \$250.00 fee**

- Payable to "Navajo Prep – "PAC"

## **IMPORTANT!!**

### **Log Your Volunteer Time!!**

It is ***essential*** that you record any and all volunteer time, whether it is 15 minutes or 15 hours. Keep track of your own hours on a Volunteer Tracking Form, also available on the school's website or at the PAC office. The sheet can be turned into a PAC officer or dropped off at the PAC office.

The PAC reviews the volunteer hours with the login sheets during each event/activity. We will also correspond a few times during the year to update you on your hours.

*Please, be honest with your hours!*

### **Where does the fundraising, donations, and fees go??**

PAC gladly accepts monetary donations. The money raised from fundraising to parent fees will be used towards:

- Student scholarships
- To start an endowment fund
- Provide for teacher supplies
- And eventually, assist with IB tuition

### **Volunteer Guidelines**

We are committed to providing our school community patrons with seamless and exceptional customer service.

**PATRONS FIRST:** Volunteers will maintain a "Patrons First" attitude at all times. Do this by:

- Smiling & being friendly
- Showing enthusiasm & empathy
- Making yourself knowledgeable & available to answer questions
- Taking initiative & being proactive
- Being helpful & accessible

- Exhibiting proper etiquette & graciousness
- Following the Golden Rule (“Do unto others...”)
- Limiting time spent with one person
- Keeping focused on your assigned task
- Enjoying yourself! That’s why you’re here!

**PROMPTNESS:** Arriving on time for your volunteer assignment is imperative. Please call the sponsor/event coordinator or PAC officer (contact info on previous page) if you are going to be late for your assignment. For volunteers who will be working shifts, please arrive AT LEAST 15 minutes before your shift begins to help ensure a smooth transition.

**ABSENTEEISM:** When a volunteer is a “no show” it affects our ability to provide the highest quality service to our patrons. Should you be unable to fulfill your volunteer commitment, please let the sponsor/event coordinator or a PAC officer know as soon as possible. We understand that emergencies arise, but we need advance notice, if at all possible.

**TRAINING:** Before working an event/activity, it *may be* necessary that volunteers attend a brief informational training session. This is important to ensure that all volunteers are kept up to date on policies and procedures and notified of changes to volunteer duties, etc.

## **Expectations**

**What you, as a volunteer, can expect from the brief informational training session.**

- Orientation and/or training
- A suitable and meaningful volunteer assignment
- Assistance in changing or adding volunteer assignments
- Assistance in resolving volunteer-related challenges
- An opportunity to develop new friendships
- A feeling of satisfaction in knowing that your volunteer time helps PAC present outstanding events

**What the Parent Advisory Committee expects from each volunteer:**

- A commitment to the NPS's goals and policies
- Completion of training
- Acceptance of supervision
- Maintenance of confidentiality
- Dependability
- Professionalism

**In Case of Inclement Weather:** Navajo Prep sometimes has to stop or delay some activities due to weather. If this happens, please follow directions from NPS staff, volunteer coordinator, or PAC officer.

**In Case of Injury, Illness, etc:** Seek immediate assistance from NPS security, staff, volunteer coordinator, or PAC Officer. If EMTs are needed, NPS security will call them.

### **Volunteering & Parent Responsibilities**

- ❖ Stay informed by reading and responding to all correspondence from PAC. This will help keep you updated on volunteer opportunities and school happenings.
- ❖ Contact PAC with changes/updates to emails and phone numbers.
- ❖ **Always** log **EACH AND EVERY HOUR YOU VOLUNTEER.**
- ❖ When coming to the school to volunteer during the day, please check in with the Front Office. All volunteers must sign in and pick up a name tag/badge before proceeding into the building. Even as we do know your face, we still need you to abide by this policy.
- ❖ When volunteering in the classroom during the day, please be respectful of the teacher's time. They may not have time for discussions with parent volunteers regarding items pertaining to the volunteer work. If you have school matters to discuss, please be sure to schedule an appropriate time when you will have his/her undivided attention.
- ❖ When you have concerns pertaining specifically to the operation of the school, please discuss those with the school's Dean of Instruction, Please keep in mind that solutions come quicker when addressed in the appropriate manner, with respect and to the proper personnel.



## Common Volunteer Position Descriptions

Our volunteers sign up for the positions they want to work through the course of an event. We reserve the right to reassign you, if it seems like the position is not a good fit for you.

**Set Up:** This is not a stand-alone position, but volunteers who are willing to assist arrive at least 30 minutes early to help with set up. This includes: getting tables/chairs set up with/without table cloths, helping get decorations out, bringing out other necessary items for event.

**Clean Up:** Like set up, this is not a stand-alone volunteer duty, but after events, volunteers who can help collect tables/chairs and place them back to storage. They also help collect and take trash out. This may also require sweeping and mopping the area.

**Serve:** Volunteers willing to assist with serving at events for workshops and dinners will need to arrive 30 minutes early to help with setting up the serving area.

**Planning:** Volunteers will assist in the planning phase of events/activities. This may require outreaching to potential speakers, vendors, parents, staff, etc. Attending meetings with administration/staff/faculty during school hours may be required.

**Prepare decorations:** This position will require organizing with other volunteers in coming to a consensus of decoration for event/activity. Purchasing supplies to make decorations may be required.

**Refreshments/food/baked goods:** Depending on event/activity, this position will require volunteers to purchase and/or bring food or baked goods. It will require to follow the School Wellness Policy by supporting a healthy lifestyle. **Remember:** Time spent driving, shopping, baking, preparing, and delivering food counts towards volunteer hours. Money spent cannot be exchanged for Volunteer Hours.

**Presentations/Workshops/Support Groups:** Volunteers will have cultural, career, computer literacy, parenting, or support group knowledge and awareness. Presentation lengths will depend on event/activity. Volunteers will have to attend the planning phase of event/activity to gain more information.

**Chaperones:** Volunteers will perform duties as a chaperone for school activities such as dances, movie nights, residential, Unity Day, etc. All school rules apply. Student behavior is your responsibility. Be sure you are familiar with the Student/Parent Handbook.

## **Volunteer Service/Activities Descriptions**

**Attend Monthly Meetings:** PAC meeting dates are found on the School Calendar. Place and time will be announced.

**Serve as Coordinator/Co-Chair for a PAC event:** Time and places varies – opportunity for parents to lead a PAC event. Group will provide feedback at monthly meetings.

**Parent Led Workshops:** Time and places varies - opportunity for parents to share their knowledge, give support to one another at conferences, meetings, and during residential hours. (*i.e.* parenting classes, support groups, cultural knowledge, professional knowledge)

**Navajo Language, Cultural Presentations, & Cultural Activities:** Time and places varies - teach, share, and present the Navajo Language, cultural knowledge, and traditions during after school activities or during class as needed.

**International Week:** Fall - held during the spring, it is a week of celebrating diversity of cultures and countries from all over the world. Activities, time, and place varies.

**Hozho Naashaa Week/Pageant:** April - volunteers are needed to assist with various cultural activities during the week. It includes the pageant, cooking, butchering, presentations, round dances, cake, etc. Time and places varies.

**Mountain Day:** Fall – volunteers to assist as Chaperones and help as needed for the event. Time and place varies.

**Parent Day:** August – volunteers needed for food/baked goods, set-up, serving, clean up, and preparation of decorations. Sessions are provided to parents so that they will become informed about NPS programs.

**NPS Holiday Dinners:** Thanksgiving/Christmas - this is for the administration, faculty, staff and residential students. Time and place varies.

**Dean's List Breakfast:** January – breakfast provided to students to show encouragement for their hard work and dedication to school. Time and place varies.

**Teacher Appreciation:** May – meals provided to the teachers to improve morale and most important in appreciation for their hard work. Time and place varies.

**Library Help:** Throughout the school year – volunteers to assist with re-shelving books and do an end of year inventory in May. Time varies during the day.

**Office Assistant:** Varies throughout the school year – volunteers will assist with administration office assistant. Time and place varies during the day.

**Administer Surveys:** Throughout the school year – volunteers to assist with handing out surveys in class or proctor computer surveys, pick up and evaluate as needed for the school or JOM requirements. Time and place varies during the day.

**Evaluate Tutoring Programs:** Fall/Spring – volunteers will visit with the tutors and evaluate them as a JOM requirement. Forms will be provided. Day/Evening time and at the library.

**Recruitment:** Varies throughout the school year – volunteers will assist with recruitment in our local area. Time and place varies.

**Test Proctors:** Throughout the school year – volunteers will assist with the test taking by helping to hand out tests, pencils, erasers, calculators, etc. Monitoring will also take place. Time varies during the day.

**Parent Teacher Conferences:** Held October 21, February 10, and April 07.

**Parent Seminars:** Attend your child's freshman, sophomore, junior, or senior seminars held as scheduled throughout the year.

**Parent Enrichment Workshops:** Throughout the school year – volunteers will assist with the School Counselor or Nurse on planned events. Time and place varies.

**PAC Fundraising Events:** Volunteers to assist with various help during these events. Detail assignments to be provided as event comes near. Time and place varies.

**Club Concessions:** Throughout the school year – volunteers to assist with concessions as assigned. Time and place varies.

**Sport Events:** Throughout the school year – volunteers to assist with sport events. Time and place varies. **Limit of 5 hours.**

**Career/College Day:** Fall – volunteers to assist by presenting a career presentation, assist with set up & clean up during the event. An all-day event. Time and place varies.

**Study Hall Monitors:** Volunteers assisting with monitoring students during study halls. Held during the day. Time and place varies.

**Dance Chaperones:** Weekdays – volunteers to attend student dances throughout the year. Monitoring student behavior. Time and place varies.

**Campus Beautification:** Fall, Spring, Summer – volunteers will assist with landscaping, yard work, planting, and improvements throughout the campus as needed and assigned. Time and place varies.

**Greenhouse:** Varies throughout the school year – volunteers will assist with planting, and the up keep of gardens. Time and place varies.

**Cafeteria Clean-Up.:** Throughout the school year – volunteers will assist with any cafeteria clean-up duties.

**Freshman Unity Day:** Fall – whole campus of NPS attends. Volunteers assist as chaperones as well as participating in volunteer activities throughout the surrounding area to encourage community service. Locations and time varies during the day.

**Sophomore Class Float:** Fall – volunteers assist with decorating, set up, and clean up of the class float. The float is usually entered into the Shiprock Fair Parade and may need assistance at that time. Time and place varies during the day and evenings.

**Junior Class Prom:** Spring – volunteers assist with decorating, set up, and clean up of the Prom. Additional assistance may be needed during the Prom. Time and place varies.

**Senior Graduation & Baccalaureate:** May – volunteers to assist with planning with senior sponsors. Set up and clean up, decorating, etc. Time and place varies.

**Science Fair:** Spring – volunteers assist with setup and cleanup of the event as well as judge projects. Time and place varies during the day.

**Atsa Exhibition:** Spring – volunteers to assist with monitoring hallways, bringing refreshments, set up and clean up, judge for colloquium and CAS fair of Senior projects. Time and place varies during the day.

**Residential & Academic Banquet:** May – volunteers to assist with the planning, set up, clean up, and other various help as needed for the event. Held during the evening hours.

**Navajo Bun Run:** Fall – volunteers to assist with planning, set up, clean up, and other various help as needed for the event. Time and place varies.

**Fitness Grams:** Fall/Spring – volunteers assist with NPS staff as needed for event. Time and place varies during the day.

**NCASH Support:** Throughout the school year - grant funded project. Volunteers to assist with attending the planning meetings, wellness activities, and other various help as needed for the event. Time and place varies.

**Annual Powwow/Back to School Powwow:** Dec./Aug. - volunteers to assist with set up, clean up, and other various help as needed for the event. Time and place varies.

**Class Activities:** Throughout the school year – volunteers to assist with activities as assigned. **Limit of 5 hours.**

**Sports Banquet:** Fall/Spring - volunteers to assist with set up, clean up, and other various help as needed for the event. Time and place varies.

**School Sponsored Conferences:** Throughout the school year - volunteers to assist with attending the planning meetings and other various help as needed for the event. Time and place varies.

**School Field Trips:** Throughout the school year - volunteers to assist with attending the planning meetings and other various help as needed for the event. Time and place varies.

**Homecoming Week:** Fall - volunteers to assist with attending the planning meetings and other various help as needed for the event such as float preparations, bon-fire, dance, parade, half-time events, and tailgating. Time and place varies.

## **Dress Code**

Your conduct and appearance as a volunteer reflects the image of NPS. It is everyone's responsibility to wear appropriate attire and maintain good grooming and personal cleanliness.

Volunteers are asked to wear their volunteer badge while on duty.

## **Confidentiality**

In the course of your volunteer assignment, you may have access to confidential information. It is expected that volunteers will safeguard and protect this confidential information at all times.

## **Drug & Alcohol Use**

The school is a drug and alcohol free campus and will not tolerate the use, possession and or distribution of drugs or alcohol. This is a violation of state and federal law and will be the grounds for immediate dismissal.

## **Equal Opportunity Statement**

Navajo Preparatory School will not discriminate in the selection of volunteers or those to receive services based upon race, color, creed, belief, religion, sex, national origin, age, or political affiliation. NPS is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassment, including discrimination against race, color, national origin, age, religion, disability and sexual orientation. Discrimination in any form will not be tolerated. If you experience or witness unlawful discrimination or harassment in your volunteer activities, report it immediately to the volunteer coordinator or PAC Officer. Reasonable accommodation for persons with disabilities will be made available upon advance notice.

## **Dismissal from the Volunteer Program**

Although it is rare, occasionally a volunteer must be let go. Reasons that a volunteer may be dismissed include:

- Misconduct
- Unsatisfactory performance
- Breach of confidentiality
- Inappropriate behavior
- Disregard of policies and procedures

Once a problem is encountered, the volunteer coordinator or PAC officer will talk to the volunteer and try to work with them to resolve the problem. Dismissal from volunteer duties is the last resort in this process.

- ❖ **Be pro-active.** Need ideas? Have a great idea? Please let us know.
- ❖ Use your talents, skills and interest, to come up with your own ideas for volunteering. We are always open to suggestions!

*Be Involved!*  
*Get Involved!*  
*Stay Involved!*

*We appreciate your consideration of the above guidelines and look forward to working with you during the school year!*