

2018-2019 VOLUNTEER HANDBOOK



Volunteers are a very important part of the Hope Center for Autism. Volunteer opportunities are available for parents, community members and students of various ages.

Our volunteers:

- Create materials for teachers to use in the classroom
- Provide educational assistance to students.
- Plan, prepare and implement various fundraisers including securing donations
- Provide an opportunity for members of the community to increase their knowledge of autism spectrum disorder and related disabilities



## VOLUNTEER POLICIES

### All Volunteers must

- Have their driver's license scanned at The Hope Center.
- Must successfully complete a volunteer form every year.

### Level 1 Volunteer

- Must be under the direct, visual supervision of a Hope Center for Autism employee at all times.
- Service on campus during school hours
- Cannot be only adult with a group of children. Cannot be alone with children.

### Level 2 Volunteer

- Service on campus during non-school hours and all off campus service.
- Must undergo a background screening every two years. It is the volunteer's responsibility to update the screening when needed.
- Volunteers will be responsible for all fees associated with background checks.
- Can be the only adult with a group of children. Cannot be alone with a single child.

Note: One on one tutoring is OK. Must be visible to other people.

All volunteers will participate in an orientation to The Hope Center for Autism, Inc.





## PARENT VOLUNTEERS

Parent volunteers are an important part of The Hope Center for Autism, Inc.'s program. Parents are required to volunteer time at The Hope Center for Autism, Inc. as part of each student's School Enrollment Agreement. All parents who volunteer at the School or at any activity where students are present must go through the level one or level two background clearance procedures at their own expense prior to volunteering. For the safety and well-being of the School's students and staff, the following procedures must be followed:

All volunteers must have legitimate business with The Hope Center for Autism, Inc. and must report to the receptionist to sign-in and have their identification scanned by RAPTOR.

- All volunteers are to wear badges at all times while on campus or attending a school activity. Persons on campus who are not wearing a badge must be directed to the front office immediately.
- Volunteers must respect and follow the activities as outlined by the School staff.
- Teachers are always in charge.
- Volunteers should never discipline a child.
- Volunteers should never be alone with a child unless the volunteer is the parent or guardian of that child.
- Volunteers may not photograph any student on school property.
- Volunteers must put cell phones, mechanical devices and pagers on silent/vibrate when working in the school or during a school activity.
- Volunteers are expected to respect the privacy of all children and keep observations, experiences and information confidential.
- Volunteers who are unable or unwilling to follow this policy should be referred to the Executive Director.





## COMMUNITY VOLUNTEERS

Members of the community are welcome to participate in volunteer activities through The Hope Center.

- Some volunteer activities involve the creation of materials and other tasks that do not require interaction with the students.

Other volunteer activities that do involve interactions with students will require additional tasks:

- Participate in training in the characteristics of autism and evidence based strategies to be used with students.
- Sign a confidentiality agreement and complete a photo release form.
- Clock in /out daily
- Always wear a badge on campus
- If a student is in crisis volunteers will leave the room for the dignity of the child and the safety of the volunteer.
- Volunteers will not engage in any restraint procedures with students.
- Volunteers will not discipline students in any way – students have behavior intervention plans that require in-depth training.
- If a volunteer is unable to consistently follow the direction of the school staff he/she will be asked to leave the school.
- Volunteers will complete required paperwork in a timely manner identifying the positive/negative experiences he/she had at HCFA/THAA.





## STUDENT VOLUNTEERS

Peer paraprofessionals is an evidence based intervention for students with autism. The Hope center encourages students to participate in volunteer activities throughout the school year. Students will have a set of requirements that must be met prior to volunteering including:

- Parent permission
- Photo release
- Recommendation from teachers or community members
- Initial and follow up training in the characteristics of autism and strategies that can be used to assist students





## INDIVIDUALS WITH AUTISM SPECTRUM DISORDER OR SIMILAR DISABILITIES

The focus of the Hope center is to improve the lives of all individuals with autism. Children, adolescents and adults with autism are encouraged to participate in our volunteer opportunities. Young adults with autism will have an opportunity to gain vocational experience and social skills instruction in the workplace. Volunteer programming for individuals with autism is developed to meet their specific needs. Volunteers will still be subject to the above requirements depending on age and position.



## VOLUNTEER AGREEMENT

### Volunteers must always

- work under the supervision of a district employee and are never to meet a child alone.
- **Level 1** volunteers must be in line of sight view of a district employee, and never left alone with any children.
- **Level 2** volunteers may be one adult with multiple children, but never alone with a single child.
- Volunteers must check in and out.
- Volunteers are expected to wear their name badge at all times while on campus or working with students in the community.
- The teacher oversees the classroom and any discipline that is required.
- If a volunteer witnesses' inappropriate student behavior or a violation of school policy, it should be reported to the teacher/staff member.
- Volunteers will act in accordance with the Student Conduct and Discipline Code, including dress code, language and overall behavior.
- Volunteers are expected to be dressed appropriately at all times.
  - Shirts must cover the torso and should not be low cut.
  - Jewelry is not recommended when working with students.
  - Wear comfortable, preferably closed toe shoes when working with students.
- Volunteers are expected to maintain strict confidentiality with any student information they access while performing their duties.