



Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning

Serving Washington, Orange and Lamoille Counties

www.cvabe.org

Volunteer Handbook



2019 Edition

Central Vermont Adult Basic Education, Inc.

is a community-based non profit organization.

We provide free education services for adults and teens in 47 cities and towns through six convenient and centrally located learning centers in Washington, Orange and Lamoille Counties.

Dedicated volunteers make delivery of our services to every community possible.



“The history of CVABE volunteers is a remarkable story—one with many chapters. It’s a story about evolving understanding of the pivotal role community members take on to make universal literacy a reality. It is, in fact, a story describing how community involvement is, at last, understood as the essential ingredient in promoting true social change; it happens quietly, progressively, profoundly, one student, one volunteer at a time learning together. It’s a story captured most succinctly in the organization’s tag line—local partnerships in learning.

We have made free literacy services in Vermont’s Washington, Lamoille and Orange Counties as accessible as they can possibly be while continuously engaging our communities to encourage and sustain the efforts of adult and teenaged students. It is work which cannot be accomplished by the organization’s small staff alone nor can the services offered by the organization be as broad and as rich as they need to be without the dedication of volunteers working in each aspect of the enterprise.

Through all the decades of such profound partnership between CVABE and the hundreds of volunteers working together with us, community members—students and volunteers—have met one another, learned new skills from one another, introduced their lives to one another at a level of empathy and support afforded by few other opportunities.

The spirit infusing all of this positive collaboration is the joy of learning together—something so different from mere charitable benevolence as to allow us to think fundamental social change can happen. We’ve seen lives change over the years, transformation occurring for both student and volunteer. If this is the case, and it is, we can’t be that far off from believing the vision of universal literacy with its complement: communities fully realizing their human potential.”

Mary Leahy, Fall, 2018

Note: Mary was a member of the CVABE Executive Team for nearly 40 years.



Central Vermont Adult Basic Education Volunteer Handbook

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This manual has been prepared for our volunteers as a reference guide. It contains information regarding the policies and procedures of Central Vermont Adult Basic Education and tools for working with students and the communities we serve.

You are always welcome to call the local CVABE staff member who supports your work or to call the Volunteer Coordinator or Executive Director at CVABE's headquarters in Barre at 802-476-4588 for answers to any additional questions you have. You may also email us at info@cvabe.org.

Welcome

to Central Vermont Adult Basic Education's volunteer program!



Welcome to the Central Vermont Adult Basic Education (CVABE) volunteer program.

Volunteers have been at the heart of our operations since the organization's earliest days. As a CVABE volunteer, you continue that fine tradition, which was born out of the belief that adults learn best when strong personal connections are made within the structure of the community. As a member of the community in which our adult and teen students live, you provide the critical support, encouragement and community connection necessary to promote learning.

Volunteers are crucial to the organization's work in a variety of ways and provide thousands of hours of support. Many volunteers serve as teachers or mentors, giving assistance to students who are working toward their educational goals. Student goals are as varied as the students themselves and can include earning a high school diploma or GED, enhancing computer or financial literacy, learning

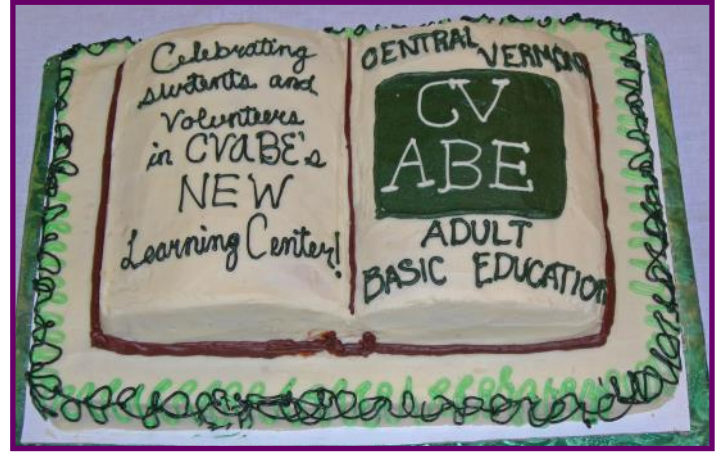
English or preparing for U.S. citizenship, gaining literacy in reading, writing and math or improving skills to enter college or career training.

Volunteers also join CVABE's efforts in additional ways, from board service to office support at our busy learning centers.

CVABE's professional staff provides individualized training and ongoing support and guidance for volunteers. In addition, regular trainings are provided to staff and volunteers. You will be invited to attend in-service meetings and events and will receive notification of these happenings. CVABE's website calendar is also a good source for keeping abreast of what is happening.

We value and encourage your participation and suggestions!

Thank You for choosing CVABE



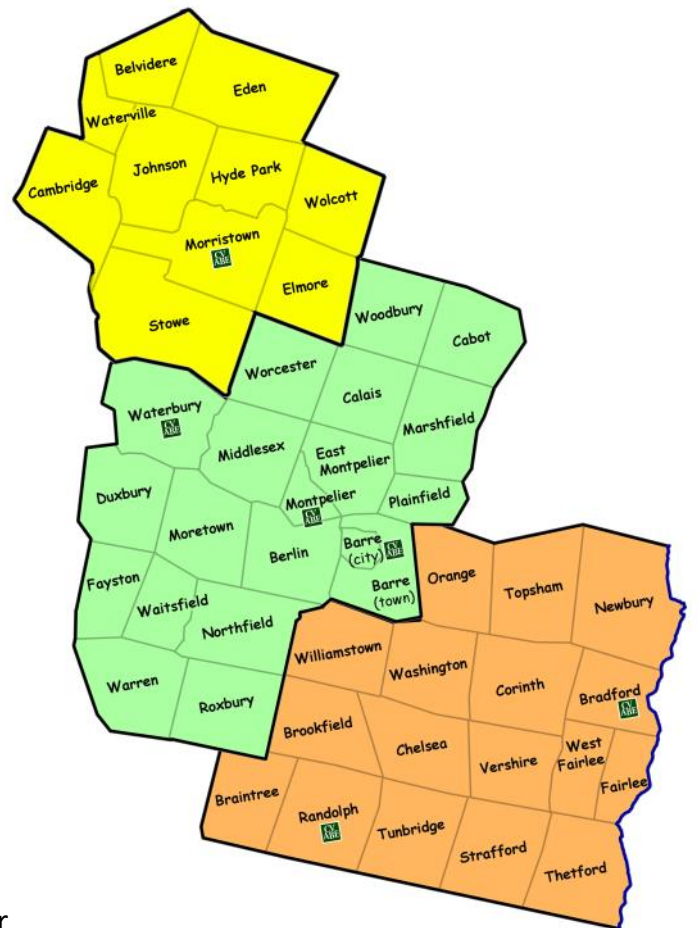
Thank you for choosing to participate in our programs. As a volunteer, you are an extremely valuable asset to CVABE and the entire community. The time, energy and enthusiasm you bring to volunteering contribute enormously to CVABE's vitality. In this handbook we want to fully explain the commitment and responsibility necessary in becoming a CVABE volunteer. We also wish to assure you of the continued support of your volunteer efforts by this organization.



Please, always let us know how we can make your experience as a volunteer more successful, more rewarding and more fun!

About CVABE

who we are, where we are and what we do



Central Vermont Adult Basic Education is a community-based nonprofit organization. We have provided free instruction for adults and teens in Washington, Orange and Lamoille Counties for more than 50 years.

Hundreds of central Vermonters enroll annually to learn basic reading, writing, math, acquire computer and financial literacy skills, prepare for a high school credential, learn English as a new language, and improve skills for college and/or career.

CVABE volunteers work together with the organization's staff to help build the supportive atmosphere essential to each student's progress toward full literacy. From this wellspring of community interest and participation, CVABE continues to provide quality, student-centered, personalized instruction to adults and teens in the tri-county area. We are truly local partnerships in learning.

Volunteers are CVABE's local partners in learning throughout Vermont's Washington, Orange and Lamoille Counties. Convenient learning centers provide adult education and literacy services for the 47 towns and cities shown above.

Our Purpose is to make free, effective literacy instruction accessible to adults and teens in central Vermont



- Central Vermont Adult Basic Education is a beacon of hope and achievement for all:
- who seek to attain basic literacy skills,
 - who want to earn a high school credential,
 - immigrants and refugees who need English in order to function independently in their U.S. home,
 - parents and caregivers who want to read to their children and support their progress in school,
 - adults who want to gain employment, go on to college, or advance in a career and realize their dreams for a better life.

CVABE exists for each of these individuals and so many more.

CVABE is a dynamic team of students, community members and teachers committed to developing, evaluating and providing free accessible literacy instruction for adults and teens. We believe that a literate person holds the essential key for self-understanding and for full and active membership in the world.

What is literacy?

The National Adult Literacy Survey defines literacy as: *Using printed and written information to function in society, to achieve one's goal, and to develop one's knowledge and potential.*

CVABE uses a two-part strategy in working towards the realization of full literacy:

- 1) We provide education instruction for adults and teens and
- 2) We involve the entire community in the encouragement of students' efforts.

We do this work with community involvement so that the hopes and efforts of our students will be championed every step of the way. These partnerships help to make free instruction for adults and teens available for all who request and need it, regardless of age or circumstances.

We Believe That...



- Adults and teens in each central Vermont community should have access to quality instructional services through the 12th grade level to ensure their success as citizens, family members and workers;
- Each student best determines his or her own learning goals and personal learning plan with the help of a teacher;
- CVABE's programs need to be visible and accessible to every adult, regardless of age or circumstances;
- Adult students benefit from the support and encouragement of the entire community. Volunteers, as community representatives, help make CVABE's programs dynamic and relevant;
- Involvement by local businesses, civic and public organizations, cultural institutions, libraries and others will help this region reach full literacy.



Why Central Vermont Adult Basic Education?



In its publication, “Pulse of Vermont: Quality of Life Study 2010,” the Vermont Business Roundtable makes the case for education as being vital for a strong economy, a strong community and a good life.

The report concludes, in part:

“Our economy increasingly demands that workers have the skills to adapt to a rapidly changing work environment, work in teams, communicate clearly in multiple formats, and become comfortable working in culturally diverse environments... education is particularly important for the economy of a small rural state like Vermont. Unlike a century ago, we no longer can depend upon traditional agriculture, logging, or routine manufacturing to be the backbone of our economy.”



The Roundtable also conducted five separate studies asking Vermonters about the factors that contribute to—or detract from—their attempts to live life with the dignity and quality they deserve.

Their report notes:

“In the present study, the education of respondents seems to have played a more prominent role than at any other time, contributing in a strong and consistent manner to one’s quality of life. Perhaps this is because education provides economic security in these troubled economic times, or perhaps there is greater emphasis on the non-material aspects of our lives that provide comfort and satisfaction. We do not know.”



“We are certain, however, that every citizen, parent, educator, and school system serves as a vital link in passing on the knowledge and wisdom of this generation to the next. If we fail at this task, our children will live in a world that is less healthy and less dynamic than the one we have inherited...Students need to be taught that their educations are not for themselves alone, but for their children and their children’s children. Education is for their communities, their country, and their world. For all these reasons, Vermont needs a strong educational infrastructure and well-educated citizens to meet the daunting challenges of the twenty-first century.”

CVABE’s long history has proven this organization’s work to be a critical element for the education infrastructure in the tri-county region.

Beyond our immediate communities, we believe such work contributes to the strength of Vermont’s entire education system. We have a distinct role to play in the lives of a significant number of our central Vermont neighbors.

Without the instruction CVABE provides, these adults would not have this “second chance.” CVABE means local access to the basic education widely acknowledged as fundamental to positive, satisfying participation in our communities.

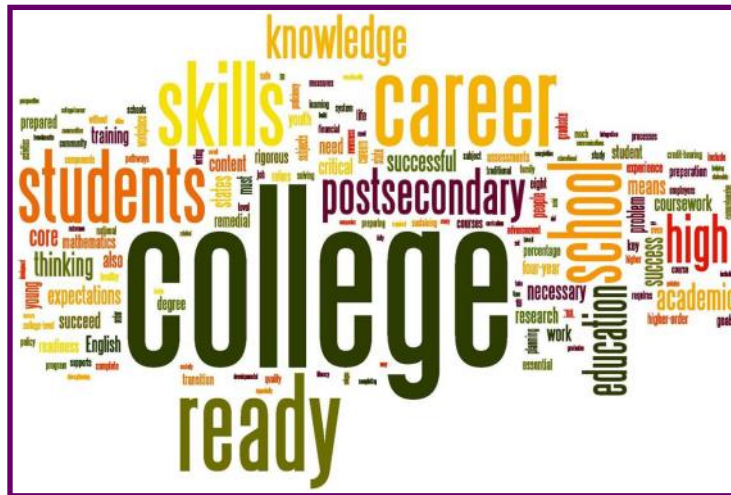
A Few Facts about Central Vermont Adult Basic Education

- For more than 50 years, CVABE has offered free, confidential instruction to adults and teens;
- CVABE serves the 47 communities of Washington, Orange and Lamoille Counties;
- CVABE staff recruit and manage local volunteers and community partners who work together to promote literacy and deliver instruction;
- Approximately 500 students enroll with CVABE annually;
- In recent years, we have made great progress with recruiting adults 25 years and older and those needing basic skills development to meet their career and life goals. Those individuals make up more than 45% our annual student population;
- 10% of CVABE's students are learning English for the first time or are seeking to improve their English language skills;
- CVABE's singular hallmark is the strength of its volunteer cadre contributing to each part of the organization's work. Many of these volunteers tutor or mentor one or more students. Others serve on the board of directors, provide office support, and assist with outreach, planning, publicity and professional development;
- CVABE has six welcoming learning centers in the downtowns of Barre, Bradford, Montpelier, Morrisville, Randolph and Waterbury;



- CVABE's educational services are informed and guided by the national College and Career Readiness Standards (CCRS) and Equipped for the Future (EFF) Standards for Adult Education as adopted by the Vermont Agency of Education (see page 11);
- CVABE receives grants from the Vermont Agency of Education to provide Adult Education and Literacy services to the central region. However, in order to maintain local access and the full array of resources necessary to deliver the services, the organization is committed to energetic fundraising from the private sector and the localities we serve.

Adult Education and Literacy Learning Standards



College and Career Readiness Standards (CCRS)

- Mathematics
- Reading
- Writing
- Speaking and Listening
- Language

Equipped for the Future (EFF)

- Solve Problems and Make Decisions
- Cooperate with Others
- Resolve Conflict and Negotiate
- Take Responsibility for Learning
- Learn Through Research
- Use Information and Communications Technology
- Observe Critically
- Advocate and Influence
- Guide Others

Staff Support



Administration and Operations Staff

CVABE is a community-based, nonprofit organization, led by an Executive Director under the direction of a volunteer Board of Directors.

The organization’s Volunteer Coordinator, Teacher/Community Coordinators and other staff work together to recruit, manage and ensure ongoing training and supportive supervision for each volunteer. The intended result is quality of service to the organization’s volunteers and for the students and communities served by CVABE.

Staff connect volunteers with appropriate roles and tasks and provide networking and professional development opportunities with other volunteers working in the organization.



Washington County
Teacher/Community Coordinators



Orange County
Teacher/Community Coordinators



Lamoille County
Teacher/Community Coordinators

CVABE's Volunteer Program



All staff members are pleased to talk with you about how to engage in CVABE's work. When you are ready to join CVABE's volunteer cadre, a staff member will meet with you to fill out a volunteer application and give you additional information about the organization and array of volunteer opportunities.

You can tell us about your employment history and volunteer experience, how you heard about CVABE and your availability. We want to know about your skills and your areas of interest. This one-on-one interaction will give you a chance to ask questions and to begin to think about what volunteer activity might interest you.

We will also ask you to provide the names of two contact people as references. Because the safety and security of our students is essential to us, we thoroughly check references for all volunteer applicants and do a background check.



Orientation, Training and Support



Once the application process is complete, new volunteers will attend at least one orientation session. Subsequent trainings address specific volunteer activities and range from one-on-one sessions with a staff member to group trainings open to the entire staff and volunteer cadre. Several of these trainings are geared toward volunteers who will be teaching, mentoring and providing direct services to students.

A CVABE staff person will be assigned to you as your local coordinator. This person will provide you with ongoing training, support and supervision and will stay in touch with you to assure that your volunteer experience is positive and productive. You are encouraged to contact your local coordinator or the program-wide volunteer coordinator with questions and concerns, and to collaborate on curricula, materials and projects related to your student's personal learning plan. If you are working with students, your coordinator will provide regular on-site support by sitting in on an occasional lesson or mentoring session with you and your student(s). The purpose of these visits is to give you, your student(s) and the coordinator the opportunity to touch base on progress, to review goals, adjust the learning plan if needed, to capture achievements, share ideas and answer questions.

Whatever your assigned volunteer role, you are invited to attend staff/volunteer in-service sessions which are in the form of trainings and workshops. The topics vary and are offered and designed in direct response to the stated needs of staff and volunteers and best practices in the field of adult education and literacy. The schedule for sessions will be communicated via email and may be posted on the program calendar at www.cvabe.org. We encourage you to share any ideas you have for workshops with your coordinator. Volunteers have a wide variety of special interests and skills; we want you to share your expertise with us!

In addition to professional development workshops there are opportunities to share your thoughts, concerns, best practices and ideas to celebrate and strengthen CVABE's work in the communities in which we live and work.

We want you to share your expertise with us!



Reporting your volunteer service time

Volunteers are asked to record and report all the time they dedicate to CVABE. This information is used extensively for accountability reports and evaluations of the literacy services CVABE offers. It substantiates our requests for continuing financial support for literacy instruction in central Vermont. In addition, this information honors the huge contribution of time donated by our volunteers.

Directions for submitting time reports can be found at the bottom of the report. The volunteer coordinator and your local staff coordinator will keep you well informed about the schedule for submitting them. We will do everything we can to make reporting your donated time as easy as possible, including the use of a fillable form and online submission.

CVABE Central Vermont Adult Basic Education, Inc.
Local Partnerships in Learning
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Volunteer Time Report
Volunteer Name: _____
Your Staff Coordinator's name: _____ Service Dates: _____

Page 1: Non-Teaching Time

Please report time in each category applicable to your volunteer work.	TOTAL HOURS
Student record keeping and/or lesson planning and/or travel time (to and from student appointments).	
Training/professional development and travel time (to and from). [Time spent consulting with teacher or volunteer coordinator, volunteer orientations/trainings, in-service meetings, providing or attending workshops, conferences, etc.]	
Office support work and travel time (to and from the CVABE learning center).	
Outreach, publicity, events, program planning and travel time (to and from). [Petitioning, attending town or other community meetings or events on CVABE's behalf, participation with program planning, etc.]	
Board of Directors and travel time (to and from). [Meetings, pre-meeting prep work, fundraising, committee activity, strategic planning, evaluation, electronic and phone communications, etc.]	
Other misc. volunteer activities and corresponding travel time (to and from). (Please describe)	

Comments/Questions/Concerns - How can we better assist you with your work as a CVABE volunteer?
Please send your timesheet to papnerwork@cvabe.org. (If you have any questions about completing this form, please contact your local Staff Coordinator or Gale Rome at 802-476-4588 or via email at grome@cvabe.org.)

Thank you, CVABE Volunteers! OVER PLEASE

CVABE Central Vermont Adult Basic Education, Inc.
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Volunteer Name: _____
Your Staff Coordinator's name: _____

Page 2: Instruction and Enrichment Time [Put student recordkeeping, lesson prep and/or travel time on reverse]

This time includes instruction, enrichment activities or additional time with students such as meeting/planning with students, workshops, book discussions, field trips, graduations, etc.

SUBJECT Choose ONLY ONE		INTERACTION Choose ONLY ONE		LOCATION Choose ONLY ONE	
L Language	GO Guide Others	1 One-on-One	H Home		
LS Listening & Speaking	LI Learn Through Research	2 Lead class or workshop	LC CVABE Learning Center		
M Mathematics	OC Observe Critically	3 Assist teacher in class, group, workshop	W Workplace		
R Reading	RC Resolve Conflict & Negotiate		T Technical Center		
W Writing	SP Solve Problems & Make Decisions		CO Community Organization		
AI Advocate & Influence	TR Take Responsibility for Learning		(library, church, senior center, school, etc.)		
CO Cooperate w/ Others	UT Use Information & Communications Technology				

STUDENT NAME— <i>Please include full name.</i>	Date of Instruction	Instruction/Enrichment Hours	SUBJECT ONE Letter Code	INTERACTION ONE # Code	LOCATION ONE Letter Code
SAMPLE Student	4/1/2015	2	LS	2	LC

Please send your timesheet to papnerwork@cvabe.org. (If you have any questions about completing this form, please contact your local Staff Coordinator or Gale Rome at 802-476-4588 or via email at grome@cvabe.org.)

Thank you, CVABE Volunteers! OVER PLEASE

Volunteer Opportunities

Several ways to become involved



Teaching, Mentoring and Student Activities

Many volunteers are tutors, helping adult or teen students with reading, writing, math, computer skills, and English Language Learning. Volunteer teachers also support a student's progress in achieving a high school diploma or equivalent (GED) or transition into career and further education.

Mentors work in partnership with staff and other volunteers to help adult and teenaged students progress toward achieving their academic and career goals. Mentors help assure student success and are role models and helpers working within appropriate professional boundaries. Mentors serve as another point of contact, assisting students with regular participation, ongoing persistence, confidence building, self-esteem, problem-solving skills and other life skills. Mentors may or may not be involved in the academic portion of a student's learning plan.

Some volunteers may participate in activities with students, such as leading reading and discussion groups, going on field trips to job fairs, theater productions, art exhibits and other events, all of which reinforce student learning and engagement with the community.

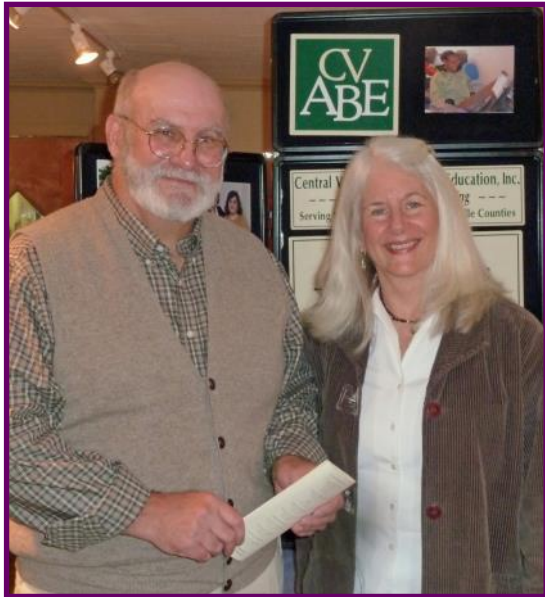
Board of Directors

Board members are legally and ethically responsible for all activities of the organization and have the ultimate responsibility, stewardship and accountability for the organization. They are responsible for the employment and evaluation of the organization's Executive Director. Board members take an active role in fundraising efforts, contribute financially to the organization and advocate for the organization's work.



Training and Professional Development

Professional development volunteers work closely with the volunteer coordinator and other staff or volunteers, as appropriate, to develop and/or provide content or topic-specific professional development opportunities for CVABE volunteers and staff. Professional development opportunities are designed to meet the mission, goals and objectives of the organization.



Outreach and Operations Supporters

These volunteers work closely with the Outreach Coordinator and other staff to assist with getting the word out about CVABE’s programs to recruit students and inform the community about the work of the organization. Participating with program planning and evaluation may also be an element of this work.



Office Support and Reception

Receptionists help to create a welcoming, orderly and supportive atmosphere for current and potential students, volunteers, visitors and learning center staff. They greet those who come into our center and assist with answering telephones and taking messages. Some may use office equipment and assist with mailings, filing and organizing.



Maintenance Support

These individuals assist with learning center upkeep and maintenance tasks and have special skills with handling minor fixes inside or outside of the center. They may paint, put together or repair learning center furnishings, install a white board, shelf, etc. or help with other similar activities.

Answers to frequently asked questions

Q: How long is a volunteer commitment?

A: Board members are voted in for a three-year term initially. Some volunteers elect to work on short-term limited assignments. For teaching and mentoring volunteers we suggest starting with a year's commitment. Within that time, your student or mentee may move away, reach goals or—for various reasons—disengage from services. At that point we will be pleased to re-assign you. By being flexible with our students' ever-changing needs and diverse circumstances, you might experience working with a variety of students, each with unique circumstances, goals and backgrounds.

We welcome CVABE volunteers to stay active with us for multiple years.



Q: Is it okay to take a break in working with a student?

A: Absolutely. Just let us know what your wishes are regarding vacation time or simply wanting to take a break. In your absence your local Teacher/ Community Coordinator (T/CC) will ensure that the student receives ongoing service.

Q: What can I expect from my assigned staff coordinator?

A: Your assigned staff coordinator will stay in regular contact to support your volunteer work no matter what your volunteer assignment is. If you are working with a student, your local T/CC will meet with you individually and occasionally meet with you and your student together during lessons or mentor appointments to offer support, guidance and answer questions.

The program-wide volunteer coordinator is also available to support your needs as a volunteer.



Q: What do I need to know about the student I am working with? What records can I see?

A: Every caution is taken at CVABE to ensure student privacy. At the discretion of your T/CC, information critical to you and your student's safety, education and well-being will be offered. You will have access to the student's personal learning plan. Feel free to ask about your student's background and records if you believe you need more information.

Q: How do I structure time with my student?

A: Your T/CC will have spent significant time with your student, becoming familiar with her/his needs, learning styles, goals and capabilities and is the person best able to help you answer this question.

Q: What do I do if my student doesn't show up and doesn't call to let me know?

A: Some students have not yet developed the necessary skills to keep them organized and as a result may not have learned how to keep or rearrange appointments. They also may not yet have a clear sense of protocol and courtesy for successful interpersonal communications. A large part of what your student can learn from you is an introduction to these prerequisite skills for effective learning and success in life. 'No shows' could be an ongoing issue requiring your patience and careful coaching. Ask your T/CC for advice on how to address a particular problem with your student.

Q: What resources are available to me and my student?

A: Each CVABE Learning Center has a well-established library of resources. There is also a larger collection of resources at the Barre Learning Center, should you and your T/CC not find what you need locally. If there are resources CVABE does not have, which you believe would be helpful to you and others, please let us know.

**Q: How do I learn more about helping my student to be successful with meeting goals and making progress?**

A: We are all constantly learning together at CVABE. There will be ongoing opportunities to do so during our monthly in-service meetings, through the Agency of Education's workshop offerings and one-on-one with you and your T/CC. Ask your T/CC or CVABE's Volunteer Coordinator for more information and check CVABE's website for a schedule of training programs.

Q: Where can I meet with students?

A: You are free to arrange a meeting place with your student which is mutually convenient and appropriate. Learning and mentoring sessions typically take place in one of CVABE's local Learning Centers, a community setting such as a public library or school, in the student's home, or in the volunteer's home. Field trips to other locations can also serve as enriching educational opportunities.

Q: Can I transport my student (s)?

A: If your student needs assistance with transportation, please talk with your T/CC for assistance with finding a solution.

CVABE's transportation policy is as follows:
Central Vermont Adult Basic Education does not allow the transporting of students and is not responsible for liability in the event of an accident.

CVABE Policies and Guidelines



Time and Attendance

Volunteers are guided by the duties and responsibilities outlined in the job descriptions. They are asked to honor the commitments they make with CVABE students, staff and other volunteers. If it is necessary to make changes, please communicate with your staff coordinator as soon as possible.

Standards for Ethical Conduct

CVABE strives to create and maintain a positive work and learning environment. To achieve this, the organization expects courteous and respectful behavior, a responsible attitude toward work and respect for employee, volunteer, student and the organization's property.

The following statements were developed to clarify organizational rules. These statements outline general principles on which employees and volunteers are expected to base their behavior and cite examples of unacceptable conduct. The examples are not meant to be all-inclusive.

All are expected to respect individual rights, privacy, property, information and safety. For example, they will not:

- Discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability or genetic information.
- Physically, verbally or psychologically abuse others.
- Behave in a manner offensive to others.
- Solicit from others during working time.
- Destroy, deface or damage property belonging to CVABE, its students, vendors, volunteers or employees,
- Misuse or misappropriate organizational assets or steal from the organization, its students, vendors, volunteers or employees.

- Help anyone gain unauthorized entrance to or exit from the organization facilities or records.
- Use organizational equipment or property without authorization or for monetary gain.
- Misrepresent, falsify, pry into or change employment, student, volunteer or other program records.
- Disclose to any unauthorized person any confidential information or material regarding employees or students.
- Falsify any record or report.
- Possess or use any weapons, firearms or explosive devices or hazardous materials at any CVABE worksite.
- Work under the influence of, possess, abuse or use alcohol or other intoxicants, marijuana, or illegal drugs or abuse over the counter drugs at the worksite.
- Participate in gaming or gambling at any CVABE worksite.

Confidentiality and Information Security

All information about CVABE, its students, employees, volunteers or donors must be maintained in the strictest confidence where such information is not generally available to the public and must be used only for purposes required to fulfill job responsibilities at CVABE. Information will be processed and kept in a secure environment.

It is the responsibility of each employee and volunteer to support this policy. Failure to abide by this policy may result in disciplinary action up to and including dismissal and legal action.

Learning in a Safe, Healthy, Drug-Free Environment

Those who are not students, volunteers or staff are prohibited from CVABE facilities unless they obtain permission to be present from a CVABE staff member or volunteer.

CVABE strives to maintain a safe, healthy environment for all employees, students and community members and is committed to ensuring that CVABE is free from the effects of substance abuse.

Guidelines

- All employees, volunteers and students are prohibited from using or being under the influence of alcohol, marijuana or illegal drugs at any CVABE worksite or while conducting CVABE business or attending CVABE functions. Such activity by any employee, student or volunteer is grounds for immediate termination.
- The illegal use, sale, possession, transfer or purchase of alcohol or drugs at CVABE sites or while conducting CVABE business or attending CVABE functions is strictly prohibited. Such activity by any employee, student or volunteer is grounds for immediate termination.
- Any employee or volunteer whose off-duty abuse of alcohol, marijuana, illegal or prescription drugs results in excessive absenteeism or tardiness, unsatisfactory job performance or is the cause of accidents at work is subject to discipline which may include termination of employment.

Sexual Harassment Policy

CVABE is committed to providing a workplace free from sexual harassment. It is against CVABE policy, and is illegal under state and federal law, for any individual to sexually harass another individual in the workplace or to retaliate against an individual who files a complaint of sexual harassment or cooperates in an investigation of sexual harassment.

Reporting Abuse and Neglect of Children and Vulnerable Adults Policy

In accordance with Vermont statutes, **CVABE staff and volunteers are mandated reporters** of suspected cases of abuse or neglect of children and vulnerable adults whether or not the situation is regarding an active CVABE student.

Children are minors under the age of 18.

Vulnerable adults:

- are age 18 or older; and
- are residents of a licensed facility such as a nursing or community care home; or
- are patients in a psychiatric unit or hospital; or
- have received personal care services for longer than one month; or
- are impaired due to brain damage, infirmities of aging, or a physical, mental or developmental disability, regardless of residence or whether any services are being received.



Admissions Policy and Exceptions

It is the policy of CVABE to admit any resident of Washington, Orange and Lamoille Counties for adult education and literacy services who is at least 16 years of age and is lacking essential skills and/or a credential equivalent to high school completion.

CVABE reserves the right to terminate or disallow services if admission creates an unsafe or unhealthy environment or if the provision of services necessitates extraordinary accommodations beyond the organization's capacity to provide such resources.

Electronic Equipment Usage Policy

CVABE's electronic equipment (computers, iPads, cameras, video cameras and digital recorders), apps and software are for education use only by CVABE students, volunteers and staff. Using CVABE electronic equipment to bully, harass, or in any way harm other people, or equipment and/or for any type of illegal purpose is not tolerated. CVABE notifies police if illegal activities take place at our program sites or events.

Transportation Policy

Central Vermont Adult Basic Education does not allow the transporting of students and is not responsible for liability in the event of an accident.

Conflict of Interest

While it is not possible to define or even anticipate all circumstances and situations which could give rise to real or potential conflicts of interest, the following list describes specific conflict situations which are expressly prohibited by CVABE.

- Disclosing confidential information acquired during the performance of official duties or using confidential information to further a personal interest to the organization's disadvantage.
- Accepting cash or anything of value for personal gain for services performed on behalf of the organization from another business or individual. This is not intended to discourage the giving or accepting of contributions to CVABE.
- Using one's position to realize actual (or potential) personal monetary profit while transacting business with other organizations or businesses with which CVABE conducts business.

We remain deeply appreciative of the generosity and dedication of CVABE volunteers and welcome you to the team.

I have received the Central Vermont Adult Basic Education, Inc. (CVABE) Volunteer Handbook. I understand I am responsible for abiding by the organization's policies, rules, guidelines and/or procedures.



Volunteer Signature _____ Date _____

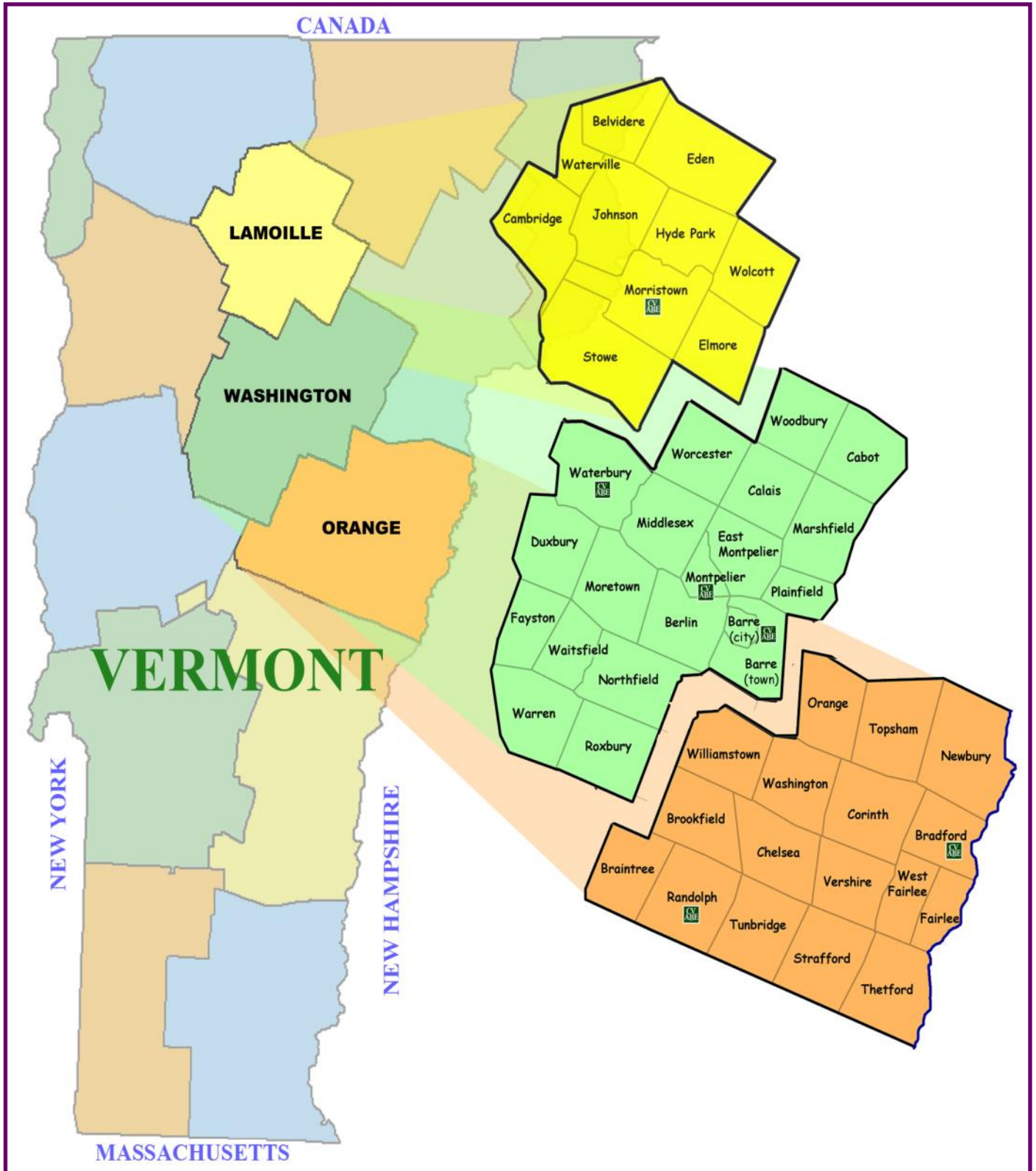
Staff Coordinator Signature _____ Date _____



Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning

Serving Washington, Orange and Lamoille Counties





Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning

Serving Washington, Orange and Lamoille Counties

WASHINGTON

Barre Learning Center and Administrative Office

46 Washington Street – Suite 100
Barre, Vermont 05641
(802) 476-4588 / (802) 476-5860 Fax

Montpelier

100 State Street – Suite 3
Montpelier, Vermont 05602
(802) 223-3403 Phone and Fax

Waterbury

31 North Main Street – Suite 1
Waterbury, Vermont 05676
(802) 244-8765 Phone and Fax

ORANGE

Bradford

24 Barton Street – Suite 1
PO Box 917
Bradford, Vermont 05033
(802) 222-3282 Phone and Fax

Randolph

10 South Main Street
PO Box 84
Randolph, Vermont 05060
(802) 728-4492 Phone and Fax

LAMOILLE

Morrisville

52 Portland Street – 2nd Floor
PO Box 478
Morrisville, Vermont 05661
(802) 888-5531 / (802) 888-4127 Fax

CVABE's Six Learning Centers

Washington County

Barre

46 Washington St., Ste. 100



Montpelier

100 State Street, Ste. 3



Waterbury

31 North Main St., Ste. 1



Orange County

Randolph

10 South Main St., 2nd Floor



Bradford

24 Barton St., Ste. 1



Lamoille County

Morrisville

52 Portland St., 2nd Floor

