



Volunteer Expectations 2018-2019 school year

Thank you for agreeing to volunteer at Arco Iris Spanish Immersion School. Your willingness to participate and support the school, students, and staff is immensely appreciated. In order to make volunteering a successful experience, we have outlined volunteer expectations on the collaborative ways you can help while maintaining a safe and optimal learning environment.

1. All volunteers must:
 - Pass the background check (once every two years)
 - Read, sign, and submit (to office or volunteer coordinator) - current school year Volunteer Expectations form
 - Each adult must set up their own Parent Booker account (no shared accounts) and register their children
2. Volunteer opportunities will be sent out through Parent Booker emails. You must have a Parent Booker account to participate in most volunteer activities.
3. Upon arrival, sign in with the office and always wear your volunteer name badge. After your volunteer shift, sign out. Please do not walk around the school without notifying the office.
4. On the day of the volunteer event, if you are unable to make your shift, please email or call the contact lead (or the office) for the event which you are volunteering. Also remove your name from the Parent Booker sign up.
5. Be flexible with tasks assigned to you. Especially, in-class volunteer tasks may vary depending on teacher needs.
6. To avoid disruption in classroom routines:
 - When arriving wait quietly until the teacher can explain the task (the teacher may have a basket ready for you).
 - If you do not understand a task, please wait for the teacher to become available and is not working directly with students.
 - When you are done, please leave the classroom quietly.
 - If students engage you in conversation, politely redirect them to their learning.

- Some students work well with parents; others struggle to be productive when their own parents are present. It is the teacher's discretion to assign where/what volunteer work you will do.
7. If you disagree with anything in the classroom (instructional practice, etc.) **Please Do Not** state your concerns in the classroom. Please schedule an appointment with the teacher.
 8. **Keep all student information CONFIDENTIAL. We are bound by F.E.R.P.A. (Family Educational Rights and Privacy Act):** You may not discuss any student's information with a student, parent, or teacher. For example, please do not share with parents how any student is performing or acting in the classroom. Be mindful of your posts in social media sites like Facebook or twitter. These have caused discord in the past and could have legal implications for our school and you.
 9. **Please do not open any school doors to anyone. Everyone must sign in through the office.**
 10. When working with children don't put yourself in a one-on-one environment without teacher approval ***and*** teacher supervision nearby (within voice or visual contact range). ***Never*** work with children one-on-one or without teacher supervision in a closed environment.
 11. Volunteer rotation can occur for classroom parties and field trips:
 - Please sign up if you can help (we don't want a party or field trip to go without volunteers). We want to allow equal opportunity to all volunteers, so please understand that if you have previously volunteered, your spot *may* be given to someone who has not yet had a chance to attend during the current school year.
 - If all volunteer spots are filled and you have not been able to attend, email the volunteer coordinator to be put on a waiting list (you will be contact should a vacancy become available).
 12. During a field trip, parents often chaperone students in small groups, during this time if any student issues arise (accidents, injuries, behavior, get separated from group, etc.) please immediately find/contact a teacher or staff that is on the field trip.
 13. When your volunteer task includes interacting with students (classroom, class parties, field trips, field day, etc.) ***please arrange alternative care for siblings not currently enrolled in Arco Iris.*** Occasionally volunteer tasks do not involve student contact. During these times if a sibling is present they must be under direct parent supervision at all times.

Volunteer coordinator email: volunteer@arcoirisschool.org

Volunteer Expectations 2018-2019 school year

I agree to the 2018-2019 Arco Iris Spanish Immersion School volunteer expectations:

Signature _____ Date _____

Legal Name (print) _____

Preferred Name (print) _____