

Snowy Range Academy

Volunteer Guidelines

A strong volunteer program is a vital aspect of SRA. Every family is encouraged to donate time to help develop school/home partnerships that will result in an increased quality of education for the students. Parents are strongly encouraged to volunteer **one hour** each month in the school. Parents are encouraged to participate in parent committees, coaching, preparing materials, special events, library, and lunch. Parents work in conjunction with the staff to ensure the most effective education possible for their children. Lastly, parents are encouraged to attend and participate in SRA's monthly board meetings held on the third Wednesday of each month at 7 p.m.

Parents who volunteer will be expected to comply with SRA volunteer guidelines by completing the volunteer application/information form and adhering to the guidelines below. A background check is required for all volunteers attending overnight field trips. (please see SRA Parent-Student Handbook for details).

Getting Started as a Volunteer

Volunteer Form: Please fill out the attached Volunteer Information form. This form is also available on the SRA website under "Volunteer Information" or at "Back to School Night". It provides us with some general information and assists us with the organization of volunteers for the school year. Please return it to the front office.

Volunteer Guidelines: All volunteers must read and agree to abide by the following guidelines before volunteering at SRA.

Identification: For the safety of our children, we need you to...

- Sign in at the front office.
- Pick up a volunteer nametag.
- Check in with the appropriate person for volunteer instructions.
- Sign out and return your nametag when you leave the building.

Volunteer Hours: Recorded volunteer hours are very important at SRA! Our School uses volunteer hours to demonstrate parent and community support when applying for grants. In addition, we use recorded volunteer hours to evaluate our program's effectiveness, to aid in long range planning and to recognize our volunteers for their time.

Volunteer Hours at Home or Work: Those who do volunteer work away from school may record their hours and submit them to the front office.

Siblings and Preschoolers: Non-SRA siblings are welcome in the lunchroom and before and after school hours. They must be with a parent at all times. Please do not bring siblings into the classrooms during instructional hours. Please teach them to adhere to school rules.

Volunteer Code of Ethics

We ask all school volunteers to adhere to a professional code of ethics:

Confidentiality: Please respect staff, student and family privacy. If you have any concerns, discuss them with the principal or the appropriate teacher.

Dependability: Be dependable. Please try to honor your commitments. We understand that many things can interfere with your schedule. If you are unable to make your scheduled volunteer activity, please contact the front office or the appropriate teacher.

Communication: Your volunteer work should be a learning experience for you. When you have questions about policies or procedures, please ask the principal, operations manager, office manager, volunteer coordinator, or teacher.

Support: As a school volunteer, you will be in a support position. Your role is to support our staff whose primary responsibility is to educate our students. Volunteers provide support in a multitude of ways. Please be sure to check with staff on volunteer expectations.

Attitude: Come to school with a positive attitude, one that will say to the students, "You are so special! I'm glad that I have the opportunity to work with you."

Working with Students

Guidelines for Working with Students:

- Be reliable.
- Encourage students to do their own thinking.
- Meet the unexpected needs of students by using your creativity.
- Help students to realize that making mistakes is part of learning.
- Respect a child's privacy.
- Don't compare one student to another.
- Maintain a sense of humor.

Volunteers should not:

- Assume responsibility for the supervision of a class in the absence of a teacher.
- Assume responsibility for the discipline of students.
- Establish instructional objectives.
- Grade student papers.
- Make decisions regarding the relevance of activities or procedures.
- Make decisions regarding the appropriateness of teaching materials.
- Speak to parents regarding the performance or behavior of students.

Field Trips: Field trips offer students unique learning opportunities that could not be offered without volunteers. Chaperones have an important role in supervising students. Field trip volunteers should:

- Be willing to help students have a positive and safe learning experience.
- Monitor students, know their whereabouts at all times, and support the teacher's behavior guidelines.
- Be reliable and punctual.
- Follow directions of teacher.
- Non-SRA siblings are not allowed on field trips.