

# VOLUNTEER HANDBOOK

Our caring and supportive EAGLE parents are our most valuable resource, and we sincerely appreciate your commitment to donate the equivalent of one hour per month in direct service to our school. Your partnership with us greatly enhances our students' educational experience and strengthens our sense of community. This handbook provides an overview of the volunteer opportunities available, as well as the guidelines and expectations that volunteers should follow in order to maximize success for all involved. Thank you again for your willingness to help!

## VOLUNTEER EXPECTATIONS AND GUIDELINES

### **Volunteers are expected to:**

- Be on time.
- Sign in and out.
- Maintain confidentiality.
- Hold students to a high standard of behavior (see *EAGLE School's Expectations of Students* section of the Family Handbook). Report behavior concerns to the teacher or person in charge.
- Refrain from using electronic communication devices for personal use unless calling for assistance in an emergency situation.
- Refrain from bringing visitors, children, or siblings unless approved by teacher or person in charge.
- Refrain from offering food/drinks to students without first consulting with the teacher or person in charge.
- Show respect for all staff and students.
- Notify the school if you're unable to make your scheduled volunteer time.
- Ask questions.

## EAGLE SCHOOL POLICY ON PRIVACY & CONFIDENTIALITY

At EAGLE School we respect the privacy of our students' work and behavior, and we also value the enormous contribution made by parents who volunteer at school. When parents come into contact with students while serving as aides or volunteers, we expect the same standard of confidentiality from them that we require of our teachers.

**This means that volunteers and aides will not discuss observed behavior or academic progress of students with other parents or with anyone except the school staff. Additionally, volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. If a volunteer or aide is concerned about a situation s/he has observed while working at school, it is expected that s/he will speak only with a teacher, the Guidance Counselors, or the Director.**

## VOLUNTEER SERVICE COMMITMENT AND OPPORTUNITIES

When parents sign a contract with the school, they commit to donating at least one hour per month of volunteer work for each child enrolled. Parents may fulfill this obligation by providing direct service to the school, by helping with EAGLE Parent Organization (EPO) events, or a combination of both. Before the start of each new school year, parents complete a volunteer form indicating which activities they might be willing to do.

Following is an overview of the various volunteer opportunities available at EAGLE School. Please refer to the EPO Handbook for more details regarding EPO related opportunities.

Matching Availability to Opportunities		
During School Day	Outside of School Hours	EPO/Special Events
<ul style="list-style-type: none"> <li>• Lunch Helper</li> <li>• Recess Helper</li> <li>• Copy Room Monitor</li> <li>• Art/Science Table Cleaner</li> <li>• Library Helper</li> <li>• Classroom Volunteer</li> <li>• TGIF Club Leader</li> <li>• Classroom Speaker</li> <li>• Tutor</li> <li>• National History Day Judge</li> </ul>	<ul style="list-style-type: none"> <li>• Unit Parent</li> <li>• Family Mentor</li> <li>• Landscaping &amp; Grounds Maintenance</li> <li>• Building Maintenance</li> <li>• Organizer</li> <li>• Shopper</li> <li>• Science Mentor</li> <li>• Art Support</li> <li>• Music Support</li> <li>• Band and/or Strings Parent Liaison</li> <li>• Sports Support</li> <li>• Ski Club Coordinator</li> <li>• Scholastic Book Orders</li> <li>• Field Trip Host</li> </ul>	<ul style="list-style-type: none"> <li>• August (Saturday) Workday</li> <li>• Back-to-School Ice Cream Social</li> <li>• Farmer's Market Ice Cream Fundraiser</li> <li>• Fall Fundraiser</li> <li>• Game Night</li> <li>• Halloween Party</li> <li>• Staff Appreciation</li> <li>• Community Service</li> <li>• Book Fair</li> <li>• Kēva Night</li> <li>• Box Tops Drive</li> <li>• High School Alumni Night</li> <li>• Movie Night</li> <li>• Spring Fundraiser</li> <li>• End-of-Year Picnic</li> </ul>

### **REPORTING VOLUNTEER HOURS**

All family volunteer hours are reported and tracked online through the EAGLE School Spirit Order System. Please follow these instructions to submit your hours:

#### **If you have ordered Hot Lunch during the current school year**

- Go to the EAGLE website at [www.eagleschool.org](http://www.eagleschool.org)
- Select "Parents."
- Select "Volunteer Hours" from the dropdown menu. Click on the link. You will be redirected to the EAGLE Spirit Order System.
- Log on to your student's account. Use the same "User Name" and "Password" as you always do.
- Click on the "Volunteer Activities" tab (on the right).
- Welcome to the "Volunteer Hours Submission Form." Please read the instructions and the "Hints" section.
- For families with more than one student at EAGLE, choose **one** student's "User Name" under which you will enter all your hours to submit an accurate tally of your family's total volunteer hours. If you spread your volunteer hours among your children's "User Names," they will be recorded, but your total number of hours will not appear on screen.

#### **If you have NEVER ordered Hot Lunch**

- Go to the EAGLE website at [www.eagleschool.org](http://www.eagleschool.org)
- Select "Parents."
- Select "Volunteer Hours" from the dropdown menu. Click on the link. You will be redirected to the EAGLE Spirit Order System.
- To log in to the EAGLE Spirit order system for the **FIRST TIME:**

1. Type your student's name into the "User Name" field – first name followed by full last name. Uppercase letters must be used at the beginning of each name, and there must be a space between names (i.e., Stacie Barabas). Use your child's full name as it is recorded in EAGLE School's records (no nicknames).
  2. Type the password "rootsandwings" (all lowercase letters) in the "Password" field. Click on the "Change Password" button.
  3. Two "New Password" fields will appear. Enter a new password of your choice into the two "New Password" fields. **Your new password must be at least 8 characters long and must include at least one uppercase letter, one number and one lowercase letter.** Click on the "Change Password" button.
  4. **Remember to write down your student's password.**
- Click on the "Volunteer Activities" tab (on the right).
  - Welcome to the "Volunteer Hours Submission Form." Please read the instructions and the "Hints" section.
  - For families with more than one student at EAGLE, choose **one** student's "User Name" under which you will enter all your hours to submit an accurate tally of your family's total volunteer hours. If you spread your volunteer hours among your children's "User Names," they will be recorded, but your total number of hours will not appear on-screen.

If you have questions, contact Nancy Barabas ([nancy.barabas@outlook.com](mailto:nancy.barabas@outlook.com) or 278-8139).

## **SCHOOL SAFETY AND SECURITY**

### **Crisis Guidelines**

Volunteers are required to participate in emergency drills. Procedures for emergencies (evacuate, secure, hold, shelter) and emergency exit plans are posted in all classrooms and common areas of the school. In the event of an actual emergency or safety drill, consult with the teacher or person in charge for further instruction. If that person is unavailable, follow the posted procedures.

### **Protection against Blood-borne Pathogens**

Volunteers should not be involved in the clean-up of bodily fluids and should attempt to alert school personnel immediately. However, in the event of a life-threatening situation requiring immediate action, they should exercise all reasonable precautionary measures as follows:

- When dealing with body fluids, illnesses, or an injury, politely treat each person as if they are a carrier of a blood-borne pathogen.
- Always wear gloves and other protective barriers for any potential fluid/blood exposure. Provide the patient with the supplies to do self-care until you are properly protected.
- Dispose of soiled garments, bandages, etc. in a biohazard red bag, available in each classroom.
- Use good hand washing techniques after exposure, even if you had gloves on.
- Report any exposure incident to the office immediately.

### **Allergy Awareness**

Due to the increase in food allergies/sensitivities with serious health implications, the sharing of food items is prohibited. Do not provide food/drinks to students without first consulting with the teacher or person in charge. Photos of students with food allergies are posted on the five refrigerators in the building. Notify school personnel immediately if a student shows signs of an allergic reaction.

## **GETTING STARTED**

Please complete the *School Volunteer Opportunities* form included with the school registration packet. If you have questions regarding a particular activity or volunteer position, or need help in deciding how you would like to participate, please contact either the EAGLE School Volunteer Coordinator ([jimlene@eagleschool.org](mailto:jimlene@eagleschool.org)) or EPO President ([tanmabuck@gmail.com](mailto:tanmabuck@gmail.com)). Thank you and have fun!