

# 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.

<b>Matching Availability to Opportunities</b>		
<b>During School Day</b>	<b>Outside of School Hours</b>	<b>EPO/Special Events</b>
<ul style="list-style-type: none"> <li>• Lunch Helper</li> <li>• Recess Helper</li> <li>• Art/Science Table Cleaner</li> <li>• Library Helper</li> <li>• Classroom Volunteer</li> <li>• TGIF Club Leader</li> <li>• Nest Helper</li> <li>• Classroom Speaker/STEM Lecturer</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>• Organizer</li> <li>• Math Support</li> <li>• Science Mentor</li> <li>• Band and/or Strings Parent Liaison</li> <li>• Unit Music Parent Liaison</li> <li>• Sports Support</li> <li>• Chess Club Coordinator</li> <li>• Robotics Club Assistants</li> <li>• Ski Club Coordinator</li> <li>• Scholastic Book Orders</li> <li>• Staff Appreciation</li> <li>• Field Trip Host</li> </ul>	<ul style="list-style-type: none"> <li>• August (Saturday) Workday</li> <li>• First Full Day Sorter</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>• Yahara Writing Contest Judge</li> <li>• Halloween Party</li> <li>• Feed the Staff</li> <li>• Community Service</li> <li>• Book Fair</li> <li>• Kēva Night</li> <li>• Movie Night</li> <li>• Spring Fundraiser</li> <li>• End-of-Year Picnic</li> </ul>

### **REPORTING VOLUNTEER HOURS**

Near the end of each quarter (October, January, March, May) the Director will email parents asking each family to complete a short survey listing the volunteer activities/hours completed during that quarter. The Director or Volunteer Coordinator will use that information to help families who have not secured a volunteer connection during that quarter find a match for the upcoming quarter.

### **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**

If you've completed the *School Volunteer Opportunities* form during May registration, you've already started! 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 (jjimlene@eagleschool.org) or EPO President (stellakrall@gmail.com). Thank you and have fun!