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## VOLUNTEER OPPORTUNITIES

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SYVCS volunteers reflect our community members' diverse interests, ages, and professions.

As a volunteer you have the opportunity to:

- Drive and chaperone field trips
- Coordinate and assist with activities for the classrooms
- Assist the teacher with classroom instruction
- Prepare classroom materials
- Be part of our Parent Teacher Student Organization (PTSO)
- Be part of the Santa Ynez Valley Education Foundation (SYVEF)
- Serve hot lunches to students
- Serve on a committee
- Apply to be a member of the governing board
- Help maintain our school site
- Help with the SYVCS Garden
- Help raise funds for school programs through fundraising events and grant writing
- This is just a partial list, there are more volunteer opportunities, just ask!

Each of us has different schedules and time constraints. Some of our volunteers devote a weekly lunch hour, others donate time to a special project or committee, while some volunteer on a regular basis. There are many possibilities and any time you can give is greatly appreciated. Check with your child's teacher for ways to help in the classroom, or the school office for ways to help schoolwide.

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# Santa Ynez Valley Charter School Volunteer Guidelines and Procedures



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This brochure is a guide to assist you in becoming an important part of Santa Ynez Valley Charter School's community by volunteering at school.



## VOLUNTEER PHILOSOPHY

SYVCS is committed to the philosophy that the education of its children is a cooperative process involving the best efforts of parents/guardians, students, faculty, support staff and members of the community. While there may be differing opinions of what needs to be done to improve public education, most can agree that parents who are actively involved in their child's education enhance the likelihood that their child will succeed in school. When everyone participates, the best possible program is built, everyone is kept informed, and children learn that their education is important.

Our families are encouraged to contribute three hours per month for one child, or five hours a month for two or more children.

### Recording Your Hours

Recording volunteer hours is an important way for SYVCS to celebrate the collective efforts it takes to make our school great. Volunteer logs can be found in the office or on our school website. Hours can also be recorded through ParentSquare.



## VOLUNTEER GUIDELINES



### Sign In

You will need to sign in at the office and get a visitor badge. This is part of our safety procedures which allows us to keep a record of who is on campus.

### Schedule a Time to Volunteer

Discuss with your child's teacher a time that is beneficial for you, the teacher, and the students in the classroom. Your time is appreciated and the class wants to be prepared for your visit. Please know that the classroom is counting on you to be there. If you cannot keep your scheduled time for any reason, please let the teacher know in advance.

### Working in the Classroom

We recognize that you are volunteering because your child is a student. We also understand that your natural tendency will often be to focus on giving all your attention to your child. However, we ask you to explain to your child that you are in the classroom to help the entire class. Your child should expect to be treated like all other classmates and not be given special treatment or attention. Prior to volunteering, please explain to your child that you have a job to do and so does she/he. This will ensure that both you and your child have a positive experience.



## AND PROCEDURES

### Confidentiality

Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at school is confidential. When you volunteer in the classroom, you are in a unique position to have information that is not meant to be shared. Students you observe in the classroom or the school, should not be discussed with other parents, faculty, or staff. Please refer any questions regarding students to the child's teacher or the director.

### Instruction and Discipline

It is the responsibility of the teacher to plan the course of study and see that it is implemented. Volunteers always work under the direction of the teacher to assist, not replace, the teacher. Volunteers are not to discipline students. Planning instruction and student discipline are solely the responsibility of the teacher.

### Field Trip Chaperons



Field trip drivers/chaperones are needed for most field trips at SYVCS. Chaperones take on added responsibilities of student supervision and safety when away from school. Therefore, all field trip chaperones must sign a Chaperone MOU before they can drive on a field trip. In addition to the Chaperone MOU, all pertinent information, such as a copy of their driver's license and current insurance must be on file with your child's teacher before the field trip.