



SANTA ROSA
FRENCH-AMERICAN
CHARTER SCHOOL

VOLUNTEER GUIDELINES

Thank you for sharing your time and energy as a volunteer. We hope that these guidelines are helpful and that you enjoy the experience of volunteering at Santa Rosa French-American Charter School. Together we make a difference in the lives of all our students.

SIGN UP: Before volunteering you must be approved as a volunteer through [Be A Mentor](#). Next, sign up for Help Counter at <http://www.helpcounterweb.com/ci/volunteer>.

SIGN IN: Always present yourself at the main office. It is important for us to know who is on the campus to maintain safety. Go to the office and sign in on the volunteer computer and get a name tag. Put on your name tag, and proceed to your destination. **Adults (other than staff) on campus without nametags will be asked to go to the office.** Please remember to sign out prior to leaving the building.

VOLUNTEER TIME: Check on Help Counter for volunteer opportunities. For volunteering in the classroom, make arrangements with the teachers. Volunteers may serve in a classroom for no more than two hours on a given school day.

DISCIPLINE: Any discipline issues that arise need to be directed to the teacher or a staff member. Please do not attempt to resolve the situation yourself.

CONFIDENTIALITY: Volunteers may not discuss the behavior or academic progress of individual students with anyone. If you hear about possible child abuse, please do not discuss it with the student and as soon as is appropriate, inform the teacher or the office.

ENGAGEMENT: Volunteers work with the whole class or group as directed by the teacher. Parents and guardians are not to focus on their own child during volunteer time.

DISASTER /CRISIS / FIRE DRILLS: If there is a disaster or fire drill and you are away from the classroom with a few students (in the Library for example), listen and follow announcements. If evacuated, stand with the staff on the blacktop near Bungalow B.

PRESCHOOL & INFANT SIBLINGS: Please make other arrangements for your preschool or infant children when you are volunteering.

RESTROOMS: There is a women's restroom in the main hallway. There is a gender-neutral single restroom located in the staff room. Both are wheelchair accessible. **DO NOT** use the children's restrooms.

RECESS: Volunteers are not allowed on the blacktop, playground or field during recess.

I have read, understand and agree to the SRFACS Volunteer Guidelines, signed by

_____ Date _____

Print Name _____