Art Start Volunteer Guidelines

The Art Start Program is the largest collection of volunteers that are in our school daily. We have, then, a special responsibility to be aware of the school's expectations for us. Below are some specific requests from staff:

- Please remember to sign in and out and wear a badge while here.
- Please do not bring younger siblings to classrooms with you during your art lessons so that the focus can remain on the students in that classroom.
- Please be mindful of the learning environment and do not linger conversing in the hallways.
- Please make arrangements with teachers to drop off or pick up materials: do not drop in even if it is their break time.
- Please use the staff bathroom located in the office area.

From the Christa McAuliffe Parent Student Handbook:

Volunteer Guidelines

Parents are encouraged and welcomed to volunteer at our school.

To become a volunteer, parents must first complete a Volunteer Application form. This form can be obtained from the Registrar or online at the link provided below. This application is good for two years. Online Application: www.lwsd.org/For-Community/Volunteers/Pages/ 16

For security reasons, we require that all volunteers and visitors sign in at the front office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outings with students.

Volunteers should:

- Act immediately on judgements of student safety.
- Ask for direction, clarification, or assistance from staff as needed. Actively assist students and/or participate in class activities as needed.
- Be present and engaged with the assigned activity and the students they are working with. Adhere to the agreed upon volunteer time/activity, understanding the classroom teacher is following a specific schedule for the day and parent-led and/or supported activities must fit within the expected time allocation.
- Be a good role model for our students.

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Volunteers should not:

- Use their volunteer time to discuss questions or concerns about their child/program, including visiting teachers during planning/lunch for this purpose.
- A meeting should be requested and scheduled to address any questions/concerns.
- Discuss other student issues regarding behavior or academics inside or outside of school.
- Visit their child during recess without prior approval from the school.
- Converse with other volunteers in the class setting in a way that might disrupt student learning.
- Discipline students (this is the job of school staff, if needed).
- Be on their phones when in the classroom and/or engaging in volunteer activities.
- Use the laminator.