

282 VOLUNTEERS

VOLUNTEER DEFINED

Someone who contributes time, effort and talent to meet a need or further a mission, without compensation.

NEED

Oasis Academy could not maintain its small class size without the support of volunteers. Oasis Academy welcomes and appreciates volunteers. Every parent or guardian, via the “Family Commitment”, is committed to the equivalent of one hour of volunteer time per week. Volunteer hours can be earned a variety of ways. You must adhere to the following general volunteer guidelines:

- You must follow FERPA regulations.
- What you see in the classroom/school is confidential. If you are talking about a student’s academic level or behavior with anyone outside of school personnel you will not be able to continue classroom specific volunteering during the school day with students.
- Sign in and out at the front office. Wear your volunteer name badge.
- Turn your cell phone to silent. Please do not talk or text while in the classroom.
- Attend all required trainings based on your position.

CLASSROOM SPECIFIC VOLUNTEERS

Classroom specific volunteers will be determined and arranged by individual classroom teachers in order to best meet the individual needs of teachers, their schedules, grade levels, and subjects taught. Classroom teachers will determine volunteer duties, start dates, and stop dates. School administration, may, if appropriate, provide training on these duties to volunteers.

All classroom volunteers must adhere to the following classroom specific general guidelines:

- The primary responsibility of the teacher is to provide instruction. Please do not interrupt or question the teacher during instructional time. If you have a question about what, why, or how a teacher is doing something please either send them an email or set up a conference.

SCHOOL WIDE VOLUNTEERS

There are many opportunities to volunteer at the school site on a regular basis, outside of the classroom. These opportunities include, but are not limited to the following:

- Lunchroom Duty
- Morning Duty
- Recess Duty
- Thrifty Finds
- Recycling Programs
- P.E.
- Friends of Oasis Academy, Inc. Events or Projects
- Office Duties

These duties will be determined and arranged by the school administrator or his/her designee who will also provide, when necessary, training to volunteers.

SPECIAL PROJECTS

Occasionally, special projects will arise that require extra volunteers. Volunteers will be notified of these projects via email or in person. Some examples may include:

- Painting
- Moving classroom furniture
- Supply and inventory support
- Special school events

Any violation of guidelines for school volunteers may lead to termination of the privilege to volunteer during the school day. Family commitment hours will need to be made up in other ways.

FINGERPRINTING

All volunteers who work at the school, during school hours, must be fingerprinted at the Churchill County Sheriff's Office via Oasis Academy's "Life Scan" account. Volunteers are responsible for the cost of the fingerprints. Parents/Guardians of those students who qualify for free and reduced lunch are eligible, upon request, for exemption from the fingerprinting fee.

Fingerprinting must be complete prior to volunteering in the school.