

Interdistrict School for Arts and Communication

Welcome Volunteers

Updated Nov. 12, 2015

Volunteer Information

THANK YOU for volunteering to support student learning at the Interdistrict School for Arts and Communication. Education is a partnership between families, staff and our community. We are grateful to have you help support the success of all our students in learning and life. There are many opportunities for involvement and we will work with you to find a place that will best fit your talents and the needs of our students and teachers.

Guidelines

- Observe school rules and regulations.
- Consistent and regular attendance makes a good working relationship between volunteers and teachers.
- Respect confidentiality. Information about our children must be respected and not discussed with others. **This is very important!**

Expectations

- Volunteers must wear a badge during your entire volunteer time, including while on field trips.
- School rules apply to volunteers.
- Dress code for student and staff also pertains to volunteers.
- Please use adult restrooms.

Procedures

- Volunteer applications must be filed every year.
- Volunteers must sign in and out at the main office.
- It is designed to make communication between the Head of School Operations or Team Leader in the area in which you are volunteering.
- This system allows us to track hours, recognize your effort, inform volunteers of upcoming events and ensure everyone's safety.

Volunteer Checklist

- Complete the online application www.isaacschool.org.
- Meet the Head of School Operations or team leader you will support as a volunteer. Once approved, attend a Volunteer Orientation
- Know the hours the school is open
- Know when and where to report for your volunteer assignment

- Know where to sign in and out
- Know the school fire drill procedures
- Know the school safety rules
- Know what to do in case of an emergency
- Know the dress code

What we look for in volunteers

Volunteers who are:

- Willing to help, ask for directions, follow instruction, take training, offer suggestions for improvement.
- Pleasant, friendly, have a warm, positive attitude
- Dressed appropriately for the activities
- Sensitive to student's needs Sensitive to teacher's time needs
- Discreet and trustworthy with confidential matters relating to students and staff

If you agree to volunteer at ISAAC please provide your signature and date below acknowledging that you will adhere to guidelines, expectations and procedures listed above.

Signature _____ Date _____

Thank you for your interest for volunteering, your support of student learning is invaluable!
For questions email: humanresources@isaacschool.org