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Volunteers are greatly encouraged and highly valued at Rivendell School. Some volunteer activities benefit the whole school, others are within individual classrooms, and some are for specific special events.

General Volunteers

Library Circulation Volunteers

Check in books in the blue bin. Shelf books from the check-in cart. Meet with Emily once to be sure you are familiar with the circulation system and the layout of the library for shelving. You may shelve when it is convenient for you.

Time commitment: Approximately 30 to 60 minutes a week, as fits your schedule.

Library Book Covering

As books enter our library they need to be covered so as to prolong their life. This work can be done at home or at the school.

Time Commitment: 2 hours a week

Math Book Processing

This volunteer would work throughout the year to help copy and bind math books.

Time Commitment: 2 hours a month

Classroom Volunteers

Each teacher has different requests for what they need help with within the classroom. Please contact your child's teacher to see where they could use assistance. There are other classroom volunteer opportunities which are shared at the Volunteer Fair.

Library Cart

This volunteer will meet with Emily in advance of the first Library Cart time to determine needs and interests for your classroom. Emily will work with you and the classroom teacher to establish a Library Cart time. Select books to take into a teacher's classroom. Give a brief description of each book on the cart. Help students with book selection and check-out if necessary. Place unchosen books back on the shelf. Time in the classroom is usually about 15 minutes. Younger Kids have Library Cart twice each month. Middle kids have Library Cart once per month.

Time Commitment: 60-90 minutes a month

Weekly Classroom Volunteer

This position is perfect for someone who would like to volunteer regularly and is available during the school day. Volunteer tasks would include helping prepare Friday folders, reading with students, or laminating items. The teacher will be in continual contact with you about various needs around the classroom.

Time Commitment: 30 minutes - 1 hour/week

School Event Volunteers

Book Fair Volunteer

Works with the Book Fair Coordinator to set up and run the book fair for the school.

Time Commitment: 2-3 hours (before and after school)

Field Day Volunteer

Field Day volunteers help organize the games and/or are in charge of a game.

Time Commitment: 2 hours

Art Show Volunteer

The volunteers will assist the Rivendell's Art Teacher in preparing materials and will then help oversee all activities associated with our annual Art Walk.

Time Commitment: 10 hours

Fun Fest Volunteer

Volunteers will come to Rivendell the Friday before Halloween from 1:00 to 5:00 pm to help set up the Fun Fest. (You are not obligated to stay the entire time. Please feel free to stop by and help whenever you are able!). The more volunteers, the faster set-up will be!

Time Commitment: 3-5 hours

Fun Run Volunteer

Fun Run volunteers may help before the run with planning, obtaining food, creating sponsor sheets. Fun Run volunteers may also tally laps, pass out food or prep kids for the run. Fun Run is typically scheduled the last Friday in September. Please refer to the School Year Event Calendar.

Time Commitment: 2-3 hours

Musical Volunteer

Each age level puts on one musical throughout the school year. Rivendell's music teacher would like to have a volunteer for each age group to help with costumes, props, set and sound. It would also be helpful if this volunteer could help with rehearsals.

Time Commitment: 6-8 hours

Sky Ranch Driver

Volunteers will help drive students to and from Sky Ranch during the third week of May.

Time Commitment: 4 hours

Student Picture Day Volunteer

This volunteer will help line the children up and make sure they each have the proper paperwork. They will help escort the children from the classroom to the photographer.

Time Commitment: 1-3 hours

Teacher Appreciation Breakfast Volunteer

This volunteer will work with the Teacher Appreciation Breakfast Coordinator to run the Teacher Appreciation Breakfast which will be held on the second week of May. The volunteers will help with set-up, clean-up, bringing food and covering classes so teachers can attend the breakfast.

Time Commitment: 1-2 hours. This is a one-time commitment.

Rivendell Parent Association

The Rivendell Parent Association is a vibrant and inclusive parent organization that invites parents and guardians to become an invaluable part of our community through dynamic volunteer participation and accomplishment.

The Rivendell Parent Association operates under the Head of School and Admissions Specialist/Volunteer Coordinator.

Who is a part of the Rivendell Parent Association?

Anyone who has a child enrolled at Rivendell School is welcome to be a member!

Is there a time commitment?

You can choose how much time you wish to participate in the RPA organization and volunteer efforts.

When you attend a Rivendell Parent Association meeting, you are committing to:

- Building an enthusiastic team of parents and caregivers that promote community and support teachers.
- Providing welcoming and joyful support for newly joining parents and family members.
- Supporting the education of children at Rivendell School by fostering positive relationships among the administration, faculty, trustees, and parents.
- Providing feedback in a constructive and supportive manner regarding issues appropriate to the Parent Association. Issues not related to the Parent Association, such as the Board of Trustees, curriculum, staff, should be brought to the attention of the Head of School.
- Expressing appreciation for Rivendell teachers and faculty.

To Volunteer at Rivendell

All school-wide volunteering opportunities are coordinated through Madeline Cook in the front office. You can also email her at madeline@rivendell-school.org. You can contact your child's teacher about classroom opportunities. The steps to get involved are below:

1. Let Madeline Cook know that you are interested in volunteering.
2. Review the Volunteer Handbook.
3. Sign and submit the Rivendell Communication Policy.

Volunteers at Rivendell will be subject to background checks. Details about the background checks will be communicated to interested volunteers.

Volunteer Guidelines

Supervision of Volunteers

Rivendell volunteers always work under the direct supervision of the Principal and professional staff and those teachers who have requested the services of the volunteer. The school is responsible for the education, safety and well-being of each student.

Confidentiality

As you work with the staff, students' information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them. Please do not discuss the needs of children at home, with other volunteers or with friends.

Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. ***The staff and students need to know they can trust you.***

Please do not discuss a child's school progress or difficulties with his/her parents. This is a teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. Keep this confidential, too. If you feel that it is vital for the school to have this information in order to help the student, discuss the child's conversation (in private) with the teacher or principal.

Discipline

Students rarely have behavior problems while working with volunteers. However, Rivendell has a detailed discipline plan, and the responsibility for discipline rests with the professional staff. ***Volunteers***

may not discipline students. Please make the teacher aware of any discipline problems that might arise while you are working with students.

Restrooms

A staff restroom is available for volunteers. We ask that you do not use student restrooms. For your own protection, we need to ask that you also do not accompany children into or to the restroom. If young children ask for assistance with clothing outside the bathrooms, refer them to another student or teacher.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the office and sign out before leaving. Under *no* circumstance may a volunteer take a student off Rivendell school grounds. Volunteers may not walk or drive students to their homes unless the child's parent(s) have notified the school office.

Tobacco Free/Weapons Free Campus

Rivendell is a tobacco, drug, alcohol and weapon-free zone. If you smoke or chew tobacco, you cannot do so on school grounds.

Health

If you are not feeling well, don't try to keep up your volunteer duties in spite of an illness. *Do call in advance to let the teacher know you won't be coming in at your scheduled time.*

Rivendell is particularly concerned about keeping students and staff healthy. This is another reason for staying away from school if you have a contagious illness.

Please be aware that your insurance will need to continue to cover you while you volunteer.

Your Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important and the staff and students quickly become dependent upon volunteer assistance.

Don't promise to volunteer more time than you will be able to provide. It's better to start out with a few hours a week and gradually build up to more if you find you have additional time.

Dependability

Please be prompt and consistent. We know there will be times when you will be ill, on vacation or unable to volunteer for one reason or another. However, please let the teacher know as far in advance as possible.

Find Out About School Rules

Become familiar with Rivendell rules and policies by reading through the handbook. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising staff member or teacher for future guidance.

We all have different ways of doing things...

When you have been assigned a task, make certain you know exactly how the teacher wants the job done. Ask for clear directions and, if necessary, ask that the teacher give you samples or demonstrate how tasks should be performed.

Cell Phone Usage

Please refrain from taking personal calls, texting or checking email while volunteering at Rivendell.

Is there anything volunteers *SHOULD NOT* do?

YES! The professional staff at Rivendell is responsible for everything that goes on in the classroom including student instruction, safety and discipline. Volunteers may supplement and support the program, but may not:

- Provide the curriculum or teaching plan;
- Discipline students;
- Take charge of the classroom for any length of time;
- Have access to materials in students' permanent record files;
- Diagnose student needs;
- Evaluate achievement
- Counsel students;
- Discuss student progress with parents or other people or
- Take students to the bathroom.

A volunteer is *never* considered a substitute for a member of the professional staff.

To Summarize...

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for the decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and staff. Rivendell reserves the right to limit the duration/frequency of volunteer hours.

Rivendell School Communication Policy

Whereas: The Rivendell School Board of Directors, employees, and volunteers respect the personal dignity of all members of our school community. We agree that the best way to provide quality services to our students and parent body is through the use of teamwork. Honest and clear communication among employees and school community members is essential for the personal dignity of all team members, and Rivendell School has adopted the following policy:

1. Any Rivendell School Board member, employee, or volunteer who is not pleased with any action of another Board member, employee, or volunteer is required to communicate directly to that person when possible. It is a violation of this Policy to talk to anyone else, whether an employee or not, who could provide negative publicity to the work of the team about the issue at hand.
2. If a Board member, employee, or volunteer cannot work out an agreeable solution to the problem with the other party, then they are required to inform that party of their discontent when reasonable/appropriate and invite them to meet with the principal. The principal will then utilize the Team Communication Tool to mediate the dispute.
3. If a satisfactory resolution cannot be achieved after working with the principal any of the original parties may appeal to the President of the Board of Directors

Anyone in violation of this policy may be excused from their volunteering responsibilities at the discretion of Rivendell's administrative staff. Personal integrity is the basis for teamwork here at Rivendell School. As Rivendell School Board members, employees, and volunteers, we agree that speaking behind the back of any team member is not acceptable, and undermines the work of Rivendell School. Any Board member, employee, or volunteer who listens to the negative talk of another team member is obligated to stop that conversation and actively direct their teammate to address the concerns directly to the individual with whom they are upset. Failure to do so is a violation of this policy.

The purpose of this communication policy is to place the responsibility of appropriate communication on the shoulders of the disgruntled team member. Each stage of communication in this Policy allows for open, honest feedback to each party involved. We recognize a need for team members to express their concerns, feelings and disappointments regarding the common issues associated with working in teams. We encourage Board members, employees, and volunteers to use their families and close friends for this need, with discretion, so as not to hurt the work of our team.

Speaking with a team member to gain insights regarding the motivation of another team member is not a violation of this Policy. We encourage the use of collective brainstorming to assist in developing and maintaining the morale of the Rivendell School community.

I, _____ hereby agree to abide by this Communication Policy.
(Print Name)

Signature: _____ Date: _____