



# **Parent Volunteer Procedures & Guidelines**

From the beginning, parents have been involved in the school in a multitude of ways. Infinity would not be the same without the commitment and efforts of its parents. Parents have devoted many hours of their time and labor to the school, as well as donating a variety of materials.

Productive partnerships allow us to provide more for the children than any of us could accomplish alone. We welcome parents' talents, skills and energies toward that end.

### *Partnership*

I dreamed I stood in a studio,  
and watched two sculptors there.  
The clay they used was a young child's mind,  
and they fashioned it with care.  
One was a teacher; the tools he used  
were books and music and art;  
One was a parent with a guiding hand,  
and a gentle, loving heart.  
Day after day, the teacher toiled with touch,  
that was careful, deft, and sure.  
While the parent labored by his side,  
and polished and smoothed it o'er.  
And when at last their work was done,  
they were proud of what they had wrought.  
For the things they had molded into the child,  
could never be sold or bought.  
And each agreed he would have failed,  
if he had worked alone.  
For behind the parent stood the school,  
and behind the teacher, stood the home.

*Unknown*

### **INFINITY VOLUNTEER ORGANIZATION**

The Mission of the Infinity Volunteer Organization (IVO) is *“to organize and mobilize Infinity families in support of the Infinity Mission, strengthening the productive partnership between home and school, and deepening the roots of Infinity student learning.”* IVO encourages Infinity teachers and staff to participate in IVO meetings, events and activities, and believes that when volunteers work with the input and support of teachers and staff, they better contribute to the growth of the school and its mission.

## VOLUNTEER CODE OF CONDUCT

### General Guidelines

- Be a courteous, considerate representative of the school.
- Do not use volunteer time to discuss your child. Please make other arrangements.
- Maintain the confidentiality of staff, students and families.
- Follow the school dress code to set a good example for the students.
- The use, possession or distribution of tobacco, alcohol or any controlled substance is forbidden during school hours, on school property or at any school-sponsored event.
- It is our policy to maintain a learning and working environment that is free from harassment in any form. The term harassment includes, but is not limited to repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability that create an intimidating, hostile, or offensive working environment.

Ethnic harassment includes the repeated, unwelcome, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

### Volunteering in the Classroom

- The teacher is the classroom authority.
- Volunteers participate exclusively at the direction and discretion of the teacher.
- Teachers may or may not choose to use classroom volunteers.
- Volunteers should not be involved in classroom discipline or other conflicts.
- Do not take time away from the students by excessive socializing with the teacher or other volunteers.
- Due to liability issues, non-enrolled siblings should not be in the classroom during the school day.
- Keep cell phones out of sight and set to "vibrate".
- Only photograph students if doing so for the yearbook. Not all students have permission to be photographed.
- Do not post pictures of students to social media.
- Please do not share food with students while volunteering, as we have many students with food allergies.

### Volunteering Outside the Classroom

- Staff is the authority on their responsibilities and on their need for volunteer help.
- Be a courteous, considerate representative of the school.
- Be supportive of staff. Ask how you can help instead of offering unsolicited advice.
- Maintain the confidentiality of staff, students, and families.
- Socializing is not appropriate in most volunteer positions. Please don't distract staff and other volunteers from their duties.
- Due to liability issues, non-enrolled siblings should not be in the building or on the playground during the school day.

## Volunteering for Field Trips

- **In an effort to protect our students' privacy, we instruct those acting on behalf of the school (e.g. employees, volunteers) to not post group information or photos of our students (other than their own) on social media. We also ask that you not update your status 'live' while on a field trip, as this could compromise the safety our students.**
- Non-enrolled siblings may not accompany parents on field trips. (When parents are asked to be chaperones, it is particularly difficult to have a younger child present. It is natural for the parent to focus on the younger sibling, and thereby not be an effective chaperone for the students. In addition, some field trips are not appropriate for young children, and some institutions and/or programs have age limitations.) Non-enrolled siblings are not allowed on school buses due to insurance regulations.
- Signed permission slips are required on all activities and must accompany the teacher/parent.

## **VOLUNTEERING AS A SPEAKER/MENTOR**

Utilizing community and parent resources is an integral part of the educational program at Infinity. To meet the needs of our students, we need to identify resources and area experts who are willing to become involved with the school as speakers, information sources and mentors. If you are interested in helping, or know someone who might be, please contact our Community Resources Coordinator, Mickey Grey (717) 238-1880 or e-mail her at [mgrey@infinityschool.org](mailto:mgrey@infinityschool.org), so she can include your information in our resource database. She will use this to assist the teachers in enhancing the classroom experience by coordinating speakers, field trips, assemblies and other resources in the community.

## **INFINITY STUDENT DRESS CODE**

School is a place where learning takes place. Dress can positively or negatively affect a student's attention to the educational process. Dress can also reflect the pride a student takes in her/himself and her/his school. Students are required to adhere to the following dress code, while in school and when attending school functions.

We ask that **adults** at the school, during the day or for school functions, follow this code as well in order to **provide consistency and to set a good example for the students.**

- Shirts must be long enough to touch the top of the pants when the person is involved in normal school movements. Please remember that students may raise their hands or kneel on the floor for projects. Please ensure midriffs or bottoms will not be exposed in these positions either.
- No spaghetti strap shirts; no muscle shirts. Straps must be at least 3 fingers wide.
- Shorts/skirts/dresses must be at least mid-thigh length.
- Clothing must not be revealing.
- No pajamas may be worn to school.
- Ripped jeans, or other ripped articles of clothing, are not allowed.
- Clothing or accessories with improper or objectionable pictures, sayings, gestures, or language, or which promote substances prohibited by Board Policy or state law, must not be worn.
- Shoes must be worn at all times. No flip-flops allowed. Crocs and clogs may only be worn if straps are used.
- Sunglasses, hats and gloves are for outdoor use, and are not to be worn indoors. However, they can be worn outside for protection from the sun or inclement weather.
- Leggings or other tight-fitting pants (such as yoga pants) must be worn with a shirt that provides sufficient coverage of their backside. Leggings must be opaque and not see through.

## **INFINITY STAFF SUGGESTIONS REGARDING PARENT PARTICIPATION**

As teachers and staff at Infinity, we want parents to know that we understand how special you are. Not only is your child very special to you, as is true for all parents, but you also have a child who has unique educational and socio-emotional needs. We recognize that you have already gone beyond the interest most parents take in their child's education by choosing a different school. We understand that many of you want to continue to be closely involved in your child's education. We welcome you and recognize that, as partners, we are able to do more for the children than we could ever accomplish on our own. In order to work together most effectively we have set forth some reminders.

- Our first goal, as teachers, is to teach your child and the other children in the classroom. Anything you can do to aid us in this goal is appreciated. When we are with children, the children are our first priority. Teaching is our job. We want to do our job well.
- Help us maintain a focused learning environment. Interruptions are distracting to the children. Staying with your child in the classroom for more than a few moments does not help him/her focus on learning.
- If you are volunteering to cover lunch/recess and are bringing food to have with your child during lunch, please do not bring the food in early and sit in class. This is very distracting to your child and to the rest of the class.
- We understand that the school is not the only place children can learn, nor do we believe that our every word is a pearl of wisdom. However, we do try to make every moment your child is in school worthwhile. Please ensure your child is at school on time, and don't take him/her out unnecessarily. Many learning activities cannot be made up easily.
- While we are happy to set up times to talk with you, we are usually not able to do this while we are with the children. If we try to visit during class time, we are not doing our jobs, and we will not be able to give you the attention you deserve.
- If you need to meet with a teacher, please schedule an appointment with him/her. We are not necessarily available when the children are out of the classroom. These are our planning periods, and we usually need to use them as such. Before and after school times are generally available when scheduled ahead of time.
- If you have a problem or question about something related to your child's classroom, please meet with the teacher. If you gossip with other parents, you only feed on each other's concerns. Please talk directly to the person who can do something about it.
- Treat teachers with respect, particularly in front of the children at school and at home. Think about the behavior you are modeling for your child and other children.
- If you have made a volunteer commitment, please honor that commitment. We are counting on you. However, we understand emergencies and illnesses will occur. Please be sure to notify your child's teacher if you are not able to fulfill your commitment on a particular day.
- Please respect the privacy of the teacher and other students. Do not remain in the classroom without the teacher present unless you have permission to do so.
- We are happy to have you visit in the classroom, but we would appreciate it if you would notify us and schedule a time to do so. We would like to be able to help you schedule a time that would enable you to see what you are looking for. Watching your child take a test is probably not what you had in mind.
- We always welcome your feedback and input about what you believe is best for your child. Please remember we sometimes have other factors to consider, including the needs of the other children, district, state, and national education standards to meet, and the limits of what is humanly possible.

If we can always keep in mind that we all want what is best for each child, we will be able to do great things together for our children.