

## Parent Volunteer Roles and Student Safety

### Volunteer Roles at EAS

Adult volunteers participate extensively in programs offered at EAS. The following guidelines are in place to ensure the safety and well-being of EAS students and a positive and meaningful experience for our volunteers, students, and staff. You may be involved with EAS students in one or more of the following ways:

- Driving a group of students to and from an activity
- Chaperoning and providing leadership while at an activity
- Facilitating or assisting a facilitator of a lesson or series of lessons/activities on a school excursion, Wednesday electives, or community stewardship
- Working with students on an extra-curricular project, such as yearbook
- Working on an EAS excursion as a cook or in some other assigned role

While serving in these roles, parent volunteers need to be vigilant and assertive – and aware of the rules and expectations in place at EAS for student safety and well-being. Familiarize yourself with the expectations defined in the Student Handbook and on the EAS Excursion Contract. Do not hesitate to correct a student's behavior when necessary. All EAS students are expected to show respect toward our adult volunteers and obey instructions that are reasonable and in support of student safety and well-being.

### Guidelines for Parent Volunteers and Adult Leaders working with EAS Students

1. There are always two or more adults with a group of students (ratio determined by number of students) at a designated activity.
2. The LWSD and EAS Rules and Regulations, as described in the Student Handbook, apply at all school-related activities and events on and off campus.
3. The EAS Excursion Contract, signed by all students and their parents, applies to all fieldtrips, stewardship projects, Wednesday Elective classes, and extended trips. Students must be held accountable for these expectations by all adults in charge.
4. Students in violation of a rule or expectation must be put on notice. If the incident jeopardizes the safety or well-being of that student or any others, the student must be separated from the activity immediately.
5. In the case of a serious infraction, the teacher or teachers nearest at hand must be notified without delay. Always report concerns or issues to a teacher.
6. Parent volunteers are present for the good of the whole group, not just their own child or a few of the students.
7. Parent volunteers participate and interact with the students at events and activities in meaningful ways.
8. Get to know the students by name. Insist that the students address adults with respect and show respect and concern for each other. Make sure all students are included and have partners when needed.
9. No putdowns or harassment are tolerated. If students in a group are gossiping or speaking unkindly of another student, even if that student is not present, advise the students that such conversation is not OK.
10. Volunteers encourage students to make appropriate choices and to assume positive leadership roles.

### Excursion / Fieldtrip Checklist

- Carry emergency contact information when traveling with students.
- Contact an EAS teacher immediately if there is an emergency. School phone: 425-936-2355.
- Report all situations that require first aid to an EAS teacher as soon as possible. We must log even minor incidences.
- Check with individuals for required clothing, gear, water-bottles, etc.
- Account for all students and leaders before, during, and after an activity.
- When appropriate, assist instructional and activity facilitators as needed.
- Require individuals to keep track of personal belongings (all gear/clothing away)
- Enforce behavior expectations. Require students to show politeness and respect in settings away from school.
- Require students to pick up after themselves. Leave a place "cleaner than we found it."

Thank you for all you are doing to enrich the lives of students at EAS. Your efforts are valued by all EAS staff and families. Your efforts are valued by all EAS staff and families. Whenever you have a concern or question, please contact us!