

Somerset Academy Avenir

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Phone: 561-401-4134

www.somersetavenir.org

A Special Word to Parents:

Parents who volunteer in the school that their children attend are in a special situation. It is essential that they hold in confidence any information learned about or from the students and teachers. Volunteers must refrain from discussing the capabilities, behavior, attitudes, etc, of students with anyone besides school personnel. They must also be cautious about remarks made in the hearing of their own children.

Parent volunteers must show discretion and tact in conversations about the school and teachers.

Guidelines for Volunteers

Your interest and concern for students have motivated you to be a part of our school and to volunteer. Thank you! This is a challenging, rewarding role.

To make your experience as a school volunteer a beneficial one for the students and for you, please follow these guidelines as you assist in our school.

1. All volunteers must complete a Volunteer Application annually before volunteering anywhere on the Somerset Boca campus.
2. All volunteers must check in and register with their driver's license in the main office each visit.
3. For identification, volunteers are required to wear their visitor name badge when helping with school activities.
4. All volunteers should be actively supervising students, please avoid any cell phone use during supervision. The safety and education of students must be the main concern of volunteers while engaged in school activities.
5. Volunteers may not give students medication.
6. Volunteers must have a direct purpose, an assigned location, and prior approval to volunteer before coming on to campus.
7. Classroom supervision and student discipline are the responsibilities of the teacher and school.
8. Volunteers will be assigned only to staff members requesting assistance.
9. Volunteers should set a good example for students by their manner and behavior.
10. Volunteers may not bring children that are not Somerset Boca students to the school while completing their volunteer responsibilities.
11. Volunteers should dress appropriately in comfortable clothes and closed toe shoes. Please follow a dress code that is covered from shoulder to mid-thigh.
12. Students have photo releases on file with the school for school purposes only. At no time should any volunteers share any photos of students with other parents, on chats, or any social media. It is advised that any pictures be taken by school staff only.
13. Individual students' grades, records, and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:
 - *Academic work completed
 - *Standardized test scores
 - *Health data
 - *Interest inventory reports
 - *Behavior patterns
 - *Family background information
 - *Attendance records
 - *Grades
 - *Teacher observations

Volunteer Recommendations, Options, and Guidelines

We believe that parent/guardian involvement is a crucial part of a child's education. At Somerset, each family is expected to complete thirty (30) hours of volunteer/parental involvement per family each school year. The thirty (30) hour volunteer commitment is per charter, therefore, if you have a student in grade 1 and a student in grade 5, your family is only asked to contribute 30 hours. We realize that most parents/guardians are extremely busy. Therefore, we have compiled a list of a variety of ways in which volunteer hours can be completed. Please check your child's folder and teacher communication for other possible suggestions or opportunities. The following lists are to assist you in completing your volunteer hours. Please ask your child's teacher what you can do to contribute to the success of the classroom.

Parents may complete hours by any of the following:

1. ****All volunteer activities must be pre-approved by administration or classroom teacher ****
 - o Assist the teacher
 - o Be a guest speaker
 - o Be a room parent
 - o Chaperone field trips - ONLY 3 PARENT VOLUNTEERS WILL BE ALLOWED TO CHAPERONE FIELD TRIPS AND/OR CLASSROOM PARTIES.
 - o Organize special events
 - o Tell/read stories
 - o Make educational games
 - o Donate classroom supplies (No cash, checks, or gift cards are accepted)
2. Parent Advisory Committee (PAC)- see membership link on the school website to participate in more specific volunteer communities around campus.

MANDATORY Policies for School Volunteers

1. Inform the teacher at least one day prior to volunteering. **Please confirm that the day and block of time work for the classroom teacher.** Volunteers can not be on campus without a direct purpose and assigned location.
2. All volunteers MUST check in to the main office to receive an official visitor pass through the Concierge pad service.

Parents are not permitted to volunteer without permission from the teacher or administrator. Any parent or guardian interested in donating their time in the classroom should let the classroom teacher know **at least one day prior** to volunteering. If permission to volunteer was given in the lunch room then that is the only place the volunteer may go that day. **Volunteers may not go to the classroom if the teacher did not approve it prior to that day.**

Recording of Volunteer Hours

The Concierge Pad check in will log and track all volunteer hours. It is the volunteer's responsibility to maintain accurate and detailed records of time and donations to Somerset. It is extremely important that volunteers sign in and out each time. The school will also provide a log for families to track hours as well.

Helping Hands for Academics (Elementary):

- Read to or with children
- Drill students with flash cards (Letters, Numbers, Math Facts, etc)
- Help prepare materials for an art or science lesson
- Assist children at the computers
- Work one-on-one with students having difficulty in a subject that you are comfortable supporting.
- Work one-on-one with students who speak limited English
- Help students research information.
- Be a guest speaker to share information about what you are well informed. For example, share about your career, cultural experiences, or information related to a hobby. An example is if you are a history buff, work with the classroom teacher to present information related to the social studies theme. If you are specialized or well-informed about anything in particular at the beginning of the year. That way the teacher can plan to include you in the unit or lesson.
- Dramatically read and record a story for students to listen and follow along (audio or video).
- Check out books in the library for classroom topics.
- Assist in teaching a foreign language lesson.
- Make educational games.
- Help with hands-on arts, music, sing-along, or STEAM projects.
- Make puppets.
- Create a center and help carry it out during center time in class.

Helping Hands for Special Activities:

- Teach or play games with children during recess or PE.
- Assist with an art project.
- Help with music activities, such as singing and instruction.
- Help paint, paper mache, or cut boxes for school play props.
- Help during special events such as field days, project days, holiday parties, or fundraiser activities.
- Research and call upon community resources (guest speakers, field trips, grant suggestions, fundraising ideas, donations for special events, technology resources, etc).
- Record a special song for students to learn to sing.
- Serve on special committees.
- Help set up/decorate bulletin boards.
- Work in resource or media centers.
- Assist at lunch time or car pool line.

Always Needed Donations:

- Healthy snacks/drinks rewards okayed by teacher
- Paper towels/napkins/paper plates/disposable cups, bowls, and silverware
- School supplies
- Items on Teacher's Wish List
- Incentive gift cards for students (\$5-\$10)
- Tissues, Disinfectant wipes & spray

Somerset Academy Avenir Volunteer Agreement

2025-2026

I have read the Somerset Boca Volunteer Agreement. I understand that all volunteers must check in and register with their driver's license in the main office each visit. I understand and agree to adhere to the dress code, guidelines, and policies set forth by Somerset Academy Boca regarding volunteer hours.

Student Name: _____ Grade: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Additional Volunteer Name: _____

Additional Volunteer Signature: _____ Date: _____



Family Name

Phone

Email

[illegible]

Total Volunteer Hours Completed					____ / 30 hours	