

OLYMPIC VIEW ELEMENTARY

VOLUNTEER HANDBOOK

Guidelines and Expectations for Volunteers



Chula Vista Elementary School District

Welcome!

Thank you for your interest in volunteering.

One of the most important contributing factors to a student's educational success is the regular involvement of parents and caring adults. The mutual trust developed between volunteers and school staff promotes teamwork and partnerships that support even greater student achievement. By aligning community resources with school goals, we are able to offer enhanced educational opportunities for our students.

Olympic View is indeed fortunate to have a strong and vibrant base of support from our community partners—parents, community members, faith-based organizations, businesses and agency volunteers—volunteers we proudly call our “Education Partners.” We encourage involvements.

Volunteering provides you with insight into the workings of the school. Please use that insight constructively and thoughtfully.

The school staff determines the public engagement programs in the school and the principal has the final authority at the school over volunteers, volunteer programs, and parent group activities.

Volunteer Requirements and General Protocol

All volunteers must either attend the Visitor and Volunteer In-service or review the Volunteer PowerPoint presentation on the school blog. www.olympicviewgoldeneagles.org

Volunteers must have a signed **Volunteer Agreement Form on file in the school office.**

Volunteers may begin volunteering after the first 2 weeks of the beginning of the school year.

Volunteers must sign-in and get a Volunteer Badge in the school office before volunteering on campus.

Volunteers must wear their Volunteer Badge at all times while on the school grounds.

Volunteers must have a TB clearance on record in the office and fingerprints on file if necessary (If you volunteer more than 2 days a week). .

Volunteers are expected to maintain confidentiality regarding all students and staff affairs.

The use of drugs, alcohol or tobacco is prohibited on school property.

Guidelines for Being an Effective Volunteer

Although the job is voluntary the commitment is professional.

ATTITUDE

- ◆ Be enthusiastic. Your enthusiasm can go a long way toward overcoming obstacles and solving problems.
- ◆ Take the initiative. This means going the extra distance to finish a job or assist someone who needs your help.
- ◆ Have a sense of humor can light up a life and make everyone's job seem easier. Smile!
- ◆ Be sincere. Say what you mean and mean what you say.
- ◆ Take pride in your work. No matter what your job, you should take pride in the fact that you're doing your best to help others.
- ◆ Respect others. Recognize and appreciate the skills and qualities of the people around you. Respect the teacher's role.
- ◆ Learn from others. Be open to new ideas and suggestions. Be flexible enough to respond to changes in systems, policies and programs.
- ◆ Cooperate with others. A spirit of teamwork is essential to getting things done.
- ◆ Enjoy the students. Have a positive attitude and patience with students.

BOUNDARIES

- ◆ Children often ask personal questions and it is best to defer to the classroom teacher or a staff member. Let the student know you will talk to the teacher regarding their question.
- ◆ At Olympic View children should refer to adults either by their last name or at the very least put a Miss or Mr. before the first name. For example "Miss Suzy" or "Mr. Sam".
- ◆ If students reach out to you for a hug you may consider letting them know that you prefer a high five. It is best to refrain from touching students for any reason except when escorting a young child who may need assistance by holding their hand.

COMMUNICATION

- ◆ Ask for clarification on any questions you have about your responsibilities, special needs of students you are working with, timelines and school safety procedures.
- ◆ Share phone numbers and e-mail addresses with teachers and other parents that you are working with. Do not ask students for their phone numbers or personal information.
- ◆ Avoid interrupting teachers while they are teaching. Questions and concerns can be addressed following instructional time.
- ◆ Please silence your **CELL PHONES** when entering the school office, classrooms or anywhere on campus. If you need to make or answer a phone call please do so in the courtyard in front of the school office or off campus.
- ◆ Avoid using sarcasm, sexual comments or remarks.

CONFIDENTIALITY

- ◆ All information concerning students and teachers is strictly confidential and should not be shared with others. Keep **ALL** student information confidential, including scholastic and health records, test scores and grades, discipline and classroom behavior, and children's character traits.
- ◆ Don't repeat stories and personal information that children share with you.
- ◆ Share concerns with school staff only—not with the child's parents or others.
- ◆ Volunteers are restricted from taking images for personal use of students at school, school-sponsored events, or on field trips. Student images may not be posted on Social Media, sent via email, or distributed using other communication channels. If a volunteer is taking images for school-related use, appropriate district and school procedures must be followed.
- ◆ Federal law prohibits school districts from releasing student information without parent/guardian permission. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

DISCIPLINE ISSUES

- ◆ Discipline concerns should be handled by staff members except in the event of an emergency that requires immediate intervention.
- ◆ Report any behavior concerns or discipline matters you notice need attention to the classroom teacher, school office, or school administration immediately.

DRESS CODE

- ◆ Attire should be neat, clean, comfortable and appropriate for the elementary school setting.

EATING ON CAMPUS

- ◆ Please do not eat or drink in the classrooms or building hallways unless participating in a class party/celebration.
- ◆ Please refrain from **CHEWING GUM** while on campus.
- ◆ Please do not give students food or drink of any kind (this includes candy) unless you are volunteering during a class party and helping with the food.

SAFETY

- ◆ In the event of an **EMERGENCY** please follow instructions of staff and/or the announcements during a lockdown, earthquake, or disaster drill.
- ◆ Due to safety and liability concerns, volunteers may not bring younger siblings or other children with them when volunteering on campus during the regular school day.

SCHEDULE

- ◆ Be prompt and reliable. If you are volunteering in the classroom, call the school if you are coming in late or will be absent.
- ◆ If you are volunteering from your home, let others who are depending on you know if you are going to be delayed or not able to complete assigned tasks.

STAFF LOUNGE

- ◆ During school hours the staff lounge is for staff only to take their breaks. Do not be offended if you are not allowed in the staff lounge during the school day. This is often the only place that staff members have to meet informally to discuss confidential issues.

SUPPLIES

- ◆ Ask a staff member about what school supplies you can use.
- ◆ Set aside any supplies or materials you may need.
- ◆ Carry what you need or set aside a place where you can keep supplies in the school or classroom.
- ◆ If using the machines in the volunteer room, please let Olympic View staff have priority and observe the hours posted on the door.
- ◆ Notify the school office if a copier or other equipment breaks or jams.

Volunteer Opportunities

We encourage family, business and community members to become actively involved in the education of our young people. There is a wide variety of ways to get involved in our schools, including:

- ◆ Help in classrooms, library, office, or playground
- ◆ Work with small groups (reading, writing, mathematics, spelling, etc.)
- ◆ Work with individual children (practice facts, read, assist with writing, computers, etc.)
- ◆ Set-up/take-down projects – science, history, art, writing, etc.
- ◆ Assist with field trips, parties, or school events
- ◆ Prepare materials at home
- ◆ Participate on, and become a member of a school- or district-level committee
- ◆ Support and participate in Eastlake Educational Foundation events.

If you have concerns or need help with anything while on campus please notify the school office or administration.

Thank you in advance for Volunteering! We appreciate YOU!