

Antelope Hills Elementary Volunteer Program

2014-15



Thank you for expressing an interest in volunteering at Antelope Hills Elementary. Students, teachers, staff, parents and the community benefit from the work of individuals like you, who freely share their talents, time and resources. We also know that as a volunteer, you too will be rewarded.

Please be sure to carefully read the Volunteer Guidelines included in this annual packet. These guidelines have been established for the safety of both students and volunteers. Upon completion, simply fill out the attached form and submit it to the school office. Please note that the completed form must be submitted to the office prior to volunteering.

Annual Volunteer Process

- Complete annual volunteer registration form
- Return registration form to office with your current driver's license

Volunteer Procedures

- Always report to the main office first to sign in, show picture ID and get a visitors sticker or badge
- Wear your ID badge or sticker while participating in volunteer activities
- Before leaving, make a final stop in the main office to sign out
- Adhere to the Antelope Hills Elementary volunteer guidelines

Volunteer Guidelines

Appearance

A volunteer should always dress appropriately, remembering that he/she is setting an example for the students.

Child Neglect and Abuse Reporting

If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to the teacher or principal.

Confidentiality

As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school district.

Discipline

The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

Emergency Drills

If you are present during a drill, follow the lead of the nearest faculty or staff member.

Field Trips

While many volunteer opportunities are available at Antelope Hills, serving as a chaperone for field trips is one of the most popular. When volunteering time as a field trip chaperone for the district, the following guidelines apply:

Chaperones must:

1. Sign in and out at the school office.
2. Wear the volunteer badge provided by the site.
3. Follow the bus to the field trip site.
4. Follow the itinerary provided by the teacher(s) in charge.
5. Maintain contact with all students in the assigned group.
6. Report students not following rules to the teacher in charge.
7. See that the students under your charge are obeying the rules. These rules should be enforced consistently.
8. Contact the teacher immediately if any problems arise with a student.

Only individuals that have been designated by the district as approved volunteers are permitted to chaperone or accompany a class on a field trip. The volunteer's undivided attention is needed when serving as a chaperone, thus we require that chaperones attend the trip unaccompanied by other children.

Helping the Teacher and Class

Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule. The office staff will be provided with the schedule so that they know when to expect classroom volunteers. If for any reason, you will be unable to volunteer at your regularly scheduled time, please notify the classroom teacher to make alternate arrangements.

All volunteers work under supervised conditions only.

When working in the building, please adhere to the volunteer schedule and try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time.

Impartiality

A volunteer shall favor no one side or party more than another in all school situations.

Names and Labels

Every child brings to school his or her own specific skills and abilities and grows and learns at his/her own pace. Please do not make value judgments or label the abilities of any child. Please be careful not to compare your child to another in the class as they are all unique individuals.

Objectivity

A volunteer should not let personal feelings enter into his/her work as a volunteer.

Respect for Authority

A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the principal's attention privately at an appropriate time.

Safe Touch Area

Handshakes and high fives are considered appropriate friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher. ***School personnel are mandated reporters. Should a child be touched inappropriately by a volunteer, the school district is obligated to file a report with the Department of Children and Family Services.***

Safe Verbal Communication

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist, offensive or inappropriate.

Tobacco, Drugs, and Alcohol

Volunteers are prohibited from using or being under the influence of tobacco products, drugs and alcohol.

Workroom

The workroom is available for volunteer use. Please allow faculty and staff members first dibs on using the equipment. All volunteers will need to be trained by the teacher on how to use the machines **PRIOR** to using them.

Interruptions to Classrooms

We expect our volunteers to report to and stay with the classroom that they have come to help. Volunteers **should not** go to other classes to talk with teachers or to visit their other children unless prior arrangements have been made.

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Antelope Hills Elementary School. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that a background check and administrative approval must be granted prior to participating in volunteer services.

Parent Copy

Murrieta Valley Unified School District

Prior to working with students, all adults who wish to volunteer at district schools are required to complete this volunteer registration form and return it to the school office (site secretary) along with a copy of their current driver's license. To protect the safety of students, District Support Center staff will check the Department of Justice's Megan's Law web site to verify that persons who wish to volunteer are not required to register as a sex offender pursuant to Penal Code 290.

Volunteers who work four or more hours per week in close contact with students shall be required to provide evidence of an examination within the last four years to determine that he/she is free of active tuberculosis. Volunteers may be exempt from the tuberculosis testing requirement if they serve less than a school year, or their volunteer functions do not require frequent or prolonged contact with students.

Volunteer Registration Form Volunteer's Information

School: _____ School Year: _____

Name: _____ / /
(First) (Middle) (Last) Date of Birth

Address: _____
(Number) (Street) (Apt. #)

(City) (State) (Zip)

While serving as a volunteer, I hereby agree to abide by all district policies, regulations and school rules. I agree to hold harmless the Murrieta Valley Unified School District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all claims arising from bodily injuries or property damage that may arise from or during my volunteer activities.

Volunteer's Signature _____ Date _____

For Office Use Only: Revised 6/28/10

Checked By: _____ Date: _____

Teacher _____

Student's Name _____

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at Antelope Hills Elementary School. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that a background check and administrative approval must be granted prior to participating in volunteer services.

Name: _____ Date: _____

Signature: _____

****Please attach a copy of your current
Driver's License/Identification to this form****