Becoming a School Volunteer

We appreciate our volunteers! Thank you for what you do to support student achievement on our campus. Please know that you can always speak to school administration about any concerns you might have. Your participation as a volunteer supports our efforts to ensure student success at Solvang School.

Volunteer Qualifications

Acceptance of volunteers is at the discretion of the administration and will be based on factors including, but not limited to, the following:

- No requirement to register as a sex offender under California law.
- Felony convictions and dismissals will be reviewed for volunteer eligibility.
- Completion of appropriate volunteer screening.
- A completed volunteer application on file.
- Tuberculosis clearance.
- Positive attitude, interest in, and enthusiasm for working with children.
- Ability to work cooperatively with school personnel.
- Good health, moral character, dependability, and personal hygiene.
- Capacity to wear what would commonly be understood to be business or business-casual attire.
- Persons volunteering in the classroom during the instructional day may not bring children with them.
- Persons with tattoos must cover up potentially offensive words and/or images.

Volunteer Fingerprint Requirement

At this time, Department of Justice fingerprint clearance is required if, as a volunteer you:
• Assist students before or after the regular school day.
• Serve as an overnight chaperone.
• Help in a capacity where you are alone with students.

If you plan to volunteer in a capacity listed above, have your fingerprints processed at a certified Live Scan facility. Submit Live Scans to the Human Resources office.

**Standards of Conduct**

Volunteers have the responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised and that all feel safe.

We expect each person to act in a mature and responsible manner at all times. District standards of conduct and personnel policies include, *but are not limited to* the following:

• Observing safety rules always and using common sense in operating any type of equipment.
• Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
• “Zero Tolerance” for the possession of any type of firearm, weapon, knife or explosive on District premises.
• The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
• This is a tobacco free school district. Tobacco products shall not be used on District premises.
• No soliciting or selling of products, services, etc. on District property without the prior written approval of the Superintendent or designee.
• Refraining from proselytizing in regard to religion or politics on District property.
• Maintaining the confidentiality of all personal and privileged information.

Per the District’s Board Policy 1240, the Superintendent or designee is responsible for investigating and resolving complaints regarding volunteers (cf. 3515.2 – Disruptions). If any standard of conduct is not followed, the volunteer can be dismissed.
Policies and Procedures to Know

Absence and Punctuality

Volunteers are asked to commit to specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact the school immediately.

Sign In/Out

All volunteers must sign in each day and pick up a volunteer badge at the school office. We also request that volunteers sign-out when they have completed their volunteer time for the day.

Discipline

Rules and procedures related to student discipline have been established by the school and individual classroom teachers. Classroom teachers and school administrators are responsible for student discipline. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining good control. Please remember to ask for the assistance of the teacher if a situation calls for follow-up disciplinary action.

Confidentiality

You are responsible for respecting the confidentiality of all students, staff, and privileged information which you may be exposed to as a volunteer. Our students and their families entrust the District with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with the District assumes an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

Volunteer Relations with Students and Their Families

The success of Solvang school’s volunteer program depends upon the quality of the relationship between the District volunteers, teachers, students and parents, and general public. Volunteers and staff members are ambassadors of Solvang School District.

Suspected Child Abuse or Neglect

Volunteers should immediately report to the supervising teacher, if they have any reason to believe a student has been abused or neglected.

Resignation/Dismissal

If for any reason you decide not to continue volunteering with the District, please inform the school Principal and those with whom you directly work.

While we do not anticipate any problems, please note that administration may dismiss for any length of time any volunteer for unacceptable behavior, including, but not limited to, talking down to a staff
member or student, refusing to take direction from staff, bringing any sort of weapon onto campus, using foul language, and acting in what would reasonably be considered a belligerent manner.

Other Policies

Office Machines (Copyright)

Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. All volunteers shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The District shall provide no legal support to any volunteer who violates copyright laws.

Complaints

Per the District’s Board Policy 1240, the Superintendent or designee is responsible for investigating and resolving complaints regarding volunteers. (cf. 3515.2 – Disruptions)

Photography and/or Video Recording

Please do not photograph or video students, unless you have permission from site personnel. Any images should only be recorded for specific school purposes.

Theft

No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your site administrator. Theft of personal items has not been a problem for the District, but it is highly recommended that volunteers not bring excessive amounts of money on campus. If you carry a purse, ask to place it in a secure place.

Safety Rules

The following is a list of general safety rules for all workers. Employees and volunteers are required to comply with these rules.

- Under no circumstances shall a volunteer place themselves, a co-worker, or a student in a hazardous situation.
- Work area (on or off site) are to be kept neat, orderly, and clean. Report unsafe conditions to your supervisor immediately.
- Personal protective equipment (goggles, shoes, gloves, respirators, coveralls, etc.) must be worn at all times, when specifically required. Loose jewelry or clothing should be avoided.
- Follow good lifting practices. Ask for help when needed and help others lift or carry heavy or bulky objects when necessary. Stack materials safely.
- Do not start or attempt to repair defective electrical equipment.
- Use tools and school machines only for their intended purpose. Do not use defective tools, equipment, or machinery. Do not remove guards or safety devices on power tools or equipment.
- Know the location of alarms and fire extinguishers.
- Know evacuation procedures
- Always keep personal property secured.

**Volunteer Opportunities**

Following is a partial list of volunteer opportunities. For additional information on the areas where volunteer services are needed, please contact your child’s teacher or school Principal.

**Assist in Classrooms**

- Read stories to children.
- Work with children in special interest areas.
- Present learning game activities to children.
- Prepare and present materials for art, physical education, and music activities.
- Check books out to children.
- Accompany groups on field trips.
- Assist with campus special events.
- Assist with PTO activities and functions.
- Tutor students.
- Assist in school office.
- Share technology skills
- Assist with music and drama presentations.

**Ways to Work with Students**

- Relax and be yourself.
- Be friendly toward all students
- Be pleasant and interested in the students’ activities
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done.
- Encourage positive behavior by making notes of students who are doing things the right way.
- Remember that a student often responds better to suggestions, rather than commands.
- Proceed at the student’s own rate of speed.
- Don’t do for a student what he or she can do for him or herself.
- Call the student by name at each opportunity.
- Approach a subject in a very specific way. In planning with the student, keep your expectations few, short, and clear.
- Be flexible! Don’t be afraid to admit your mistakes, nobody is perfect. Students are delighted with this honesty. It gives them a chance to “teach you” and an opportunity for the two of you to learn together which is important both academically and personally.
- Be patient – remember teachers and students are human. They will have good days, as well as bad days, and will not perform at 100% efficiency at all times.