

Parent Volunteer Guidelines

Dear Parent,

First and foremost, thank you so much for your willingness to participate in your child's education by volunteering at Rossmoor Elementary. Our goal is for you to have a great experience while on campus while maintaining important procedures that will protect the well-being of our students and of the volunteer. The following guidelines will assist you in ensuring a positive experience.

- All regular campus visitors and volunteers are required to submit proof of being negative for tuberculosis (TB). Acceptable documentation options: 1) PPD placement and read result being negative 2) TB Risk Assessment Questionnaire completed by a health care professional. Documentation is good for 4 years from date of completion. Please submit your clearance to the Main Office. You may not begin to volunteer regularly until the clearance is provided.

It is important to minimize disruptions and maintain a secure environment while on campus. Please exercise the following considerations:

1. Sign in at the main office with your Drivers License and obtain a visitor badge when volunteering. We also kindly ask that you return the badge upon leaving in order for us to keep track of who has entered and left campus.
2. Except in cases of emergency, make sure cell phones are powered off while working in the classroom and stowed away. If you need to be on your cell phone please step outside the classroom.
3. Other arrangements for siblings need to be made while volunteering in the classroom. Siblings are not allowed on campus while you volunteer.
4. For security reasons, please use staff restrooms while on campus. Adults are not allowed to use student restrooms. If you have any concerns about a student issue in the restroom, please contact a staff member immediately. Parents should not enter student restrooms.
5. All materials come out of the school or donation budget (FOR/PTA). Please help us maintain our budget by considering economically sound practices. We so appreciate your consideration in eliminating unnecessary waste with materials available in the classroom or copy room.
6. Parent volunteers may not "discipline" or involve themselves in conflicts that involve children. This is the responsibility of employees of the Los Alamitos Unified School

District only. Please alert a staff member right away if you are concerned about student conflicts and/or issues.

7. Sometimes students will share confidential information. This information may concern private family matters, or information they are choosing to share about themselves. It is critical that you maintain confidentiality and not share this information with others in an unprofessional way. If you believe the information shared is harmful to the student or others, please contact a staff member right away to report your concerns. However, please do not share information with a non-staff member.
8. The Los Alamitos Unified School District is a non-profit organization with a non-profit federal tax i.d. number. No one is allowed to utilize the organization for their personal financial gain. Therefore, parents, staff, students and any member of the community are not allowed to sell items or promote personal enterprises and entities for financial gain.
9. Parent volunteers may not submit anything in writing through any school communication of affiliation without consent of Rossmoor PTA/FOR and the Site Principal. This includes flyers that promote activities such as scouting, sports, any off campus non-school related parties, etc...
10. As parents have many differing views on the nutrition of their children, and in light of the wide range of food allergies that students experience, Rossmoor does not allow the distribution of any food items to students during the school day, with the exception of the site cafeteria through the food services department. Parents may not bring and share food items with other students in his/her classroom.

I have read and understand the Volunteer Guidelines

X _____

Parent Signature

Printed Name

Classroom(s) I will be volunteering in
