



# Christa McAuliffe Elementary Volunteer Handbook

We Value Our Volunteers!



3701 Kelton Drive  
Oceanside, CA 92056  
760-901-8400



Dear Volunteer,

Welcome to McAuliffe Elementary. We value the time and commitment you make to the students and staff in our school. Each of you have special gifts to share with us that enhance, and enrich, our school. We appreciate your willingness to donate your time to help.

Because student safety is of great concern, community volunteers are required to:

- 1.) Make sure the teacher knows you are coming.
- 2.) Do not take any photographs/video of students with your personal cell phone or post any photos/video to social media of your experience in the classroom out of respect for the students' privacy.
- 3.) Not bring any siblings with you when volunteering.
- 4.) Never be alone with students unless you have gone through the Level II volunteer process and have been fingerprinted etc.
- 5.) Use adult restrooms only

We hope you enjoy the time you spend with us. Being a volunteer brings rewards, as well as challenges. With your help, our schools can maximize their potential to provide academic and social support to our students, and better meet the needs of students and staff.

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Thank you for your time and your commitment to our students and staff.



Our teachers work extremely hard to provide the emotional and educational support necessary for the success of our students. A helping hand and the concern of another person can make a vital difference. Volunteers may assist directly in the classroom, in a clerical position or in support positions throughout the school. However, volunteers are not permitted to work in the school health offices or with confidential information.

Bottom line is volunteers make a difference!

They allow us to meet our goal of developing the full potential of the student both academically and emotionally. A volunteer can provide extra attention necessary for educational success. Additionally, a caring adult can add greatly to the self-confidence of a student. Your commitment to volunteer lets kids know there are people who care about their success. If you become involved with our school you will notice some immediate changes from classroom to classroom.

Classrooms may be quite noisy at times, and several activities may be happening within the same room at the same time. Though this may at first appear as chaos, it is often the sign of active learning.

As volunteers become familiar with the school and educational process of today, they become important links with the community in order to help establish the best educational system possible. It is our hope that you will become such a link!



## **Getting Started:**

### **Volunteers:**

- 1.) Must be invited to volunteer by a classroom teacher
- 2.) Must sign the volunteer paperwork in the front office
- 3.) Must adhere to the rules of the volunteer
- 4.) Must sign in and out of the office
- 5.) Avoid going into the teacher's lounge area

**You will need to wear your Volunteer Badge above the waist at all times while on campus.**

Volunteers working in the schools should always be under the direct supervision of school or district professional staff. Volunteers should not be alone with students or in classrooms without a certificated staff member.

**Discipline:** Volunteers may not discipline students. If a discipline problem arises, volunteers should refer the situation to the professional staff. Our school has specific discipline procedures, and the responsibility of enforcement rests with the staff.

**Dismissals:** Volunteers are not allowed to dismiss a student from school. If a student must leave school early, they must receive permission from the school office and sign out early. Under no circumstance can volunteers take a student off campus, this includes walking or driving a student home.



**Contacting Students During your work as a school volunteer:** you will meet many wonderful students. Your work with them will be delightful and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to the volunteer's home.

**Confidentiality:** While working within the schools, information about the progress, abilities and concerns of students may be shared with you. This is information of a confidential nature. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. Do not discuss this information with anyone who does not have a professional right or need to know. Please do not discuss a student's progress or difficulties with his or her parents/guardians. This is the teacher's responsibility. If a student confides in you information of a personal nature, you will need to share this privately with the teacher or principal if you feel it warrants their attention.

**Medical Treatment:** Medical treatment for any student is the responsibility of the school nurse or other authorized personnel. Volunteers may not administer medication to a student. If a student becomes ill, follow school procedures in regard to notifying the teacher and taking the student to the nurse.

**Personal Doctrines:** The school respects and values each family's beliefs and religious doctrines. Volunteers may not propose any personal, political, or religious beliefs to a student.

**Restrooms:** Volunteers should utilize the staff restrooms. We ask that volunteers not use or accompany students to the student restrooms.



**Dress and Behavior:** Volunteers should follow the lead of the professional staff and their supervisor. Casual dress is the most appropriate. We ask that your attire be neat and conservative, attracting no undue attention. Keep in mind that you are in a position to set an example for students. Your dress, speech and behavior should serve as a good model for students to follow.

**Dependability:** Volunteers should always be prompt and consistent. If you cannot make your scheduled volunteer time, the staff would appreciate as much notice as possible.

The work volunteers do is important, staff and students look forward to your on-time arrival and volunteer assistance.

**Sign-in Procedures:** All volunteers are required to sign in and out of the office using the Raptor System. You will need your driver's license to sign in the first time.

### **Helpful Tips:**

When you arrive at school, you will want to ask certain questions and feel comfortable with your new surroundings. As you meet with your teacher, be sure you determine one another's expectations. You are not expected to know exactly how to go about your volunteer position, and you should feel comfortable asking questions as you go along. DON'T FORGET TO ASK... As you tour the building, you may want to inquire about such things as: Where to park , how to check in and keep track of your time, entrances and exits to the building, Bathroom facilities available for your use, Volunteers' and/or teachers' lounge and its use.

**Tips for School Volunteers:**

- ◆ Call students by name at each opportunity. A student's name is very important. Make every effort to pronounce and spell each student's name correctly.
- ◆ Follow the teacher's directions of classroom expectations, routines, transitions and etiquette.
- ◆ Accept students as they are. Each student is unique. Be ready to accept differences in background, values, and aspirations.
- ◆ Encourage and praise students Use positive comments that will make students feel good about themselves, even when they are having difficulty. Be ready to praise a student for even the smallest successes. Avoid saying anything that will make students doubt themselves or their ability to learn. Children begin to "be" what others think of them.