



# Westminster School District

## Volunteer Guidelines

### "Student Excellence through Parent Engagement"

**Thank you for your willingness to share your time, enthusiasm, and skills with our students.**

*(It is important to note that California Law requires all regular volunteers provide a negative TB test to the school office).*

**\*\*Confidentiality\*\*** Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. **Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff.** During your volunteer time you may become aware of confidential information about specific students, which may include information such as student's academic performance, behavior, health, disabilities, and related matters. Please do not disclose any such confidential information. Please refer any questions or concerns regarding students at your school to the child's teacher or the principal.

### Technology Acceptable Use

#### Cell Phones

Please remember to silence your phone while in the classroom. If you need to answer a call please do not do so in the classroom and hallways as this can interrupt instruction and student learning. Thank you!

#### Social Media/Photos

Do not take photos of other students on campus or on field trips. Do not post photos of other students on social media. Please remember confidentiality as you use social media including information you might be privy to without permission of the teacher or principal.

#### School Resources

School resources, such as computers, Chrome Books and other resources are to be used only within the guidelines that the district sets. If you have questions about appropriate use of these items, please contact the teacher.

### Safety

#### Sign In/Out at the office

To ensure the safety of our students and staff, volunteers must check into the office to obtain a volunteer badge – Please bring a photo ID to use with our Raptor system. Report to the office your volunteer hours.

#### Discipline

If there is a discipline issue, please alert the teacher. The volunteer always works under the direction of the teacher to help, not replace the teacher.

#### Safety Procedures

Volunteers must never be alone with a student. If there is an emergency, please follow the teacher's instructions. Consult the school safety plan and be familiar with procedures, such as lockdown, shelter in place or evacuation procedures.

#### Facilities

Please use the restroom in the office or the health office. Student restrooms are not to be used by any adult. An adult must never be alone with a child.

#### Reporting Safety Concerns

The safety of our students is of utmost importance. If you see a safety concern, please report it to the teacher or principal immediately.

## Role Models

### Dress

Parents and guardians are asked to use good judgment with regard to proper school dress. Please do not wear any clothes that carry a sexual, vulgar or offensive message or reference the use of alcohol, tobacco or drugs. Please be modest.

### Behavior/Language

Remember, we are all role models for the children around us. "Little eyes" are watching, listening and learning appropriate behavior from our actions. Inappropriate language or discussions are not allowed on campus or on field trips. Please use wisdom as you interact with others within school settings.

### Respect

Students, staff and other parents are to be treated with respect at all times. If there is an issue, please refer it to the teacher or principal.

### Drug, Alcohol, and Tobacco Use

Schools are tobacco and vape free zones. This means you may not even bring tobacco or vape products on campus in your purse or pockets. ALCOHOL, DRUG USE, TOBACCO, E-CIGS, AND VAPES. (BP 5131.6)

## Useful Tips for Volunteers

### Consistent Time Commitment for Class Support

Please be sure to schedule your site volunteer hours with the teacher so that she/he is prepared for your arrival and is able to best utilize you in the classroom. If you must cancel or reschedule your volunteer time, please contact the teacher via email, Class Dojo, or by phone or if you have any concerns or questions.

### Teacher Assignments

Perform assigned tasks with assigned materials. Please make sure to support every student in the classroom or as you are assigned, so you could be of most help to the teacher. Do not help just your child as this can be a disruption and may not help your child to learn how to be independent.

### Full Attention When Volunteering

Do not bring siblings or perform other personal tasks while in the classroom. By being distracted by other tasks, you might be doing a disservice to the students or tasks assigned by the teacher.

***\*\*I understand that my authorization to serve as a volunteer might be terminated at the discretion of the school principal. If s/he determines that it is in the best interest of the school or students. I understand that I am not working as an employee of the Westminster School District when I am volunteering and that I am not entitled to benefits of any kind or nature. I agree to hold harmless Westminster School District and its schools and will comply with all Federal, State, Municipal, and district laws, rules and regulations as well as Westminster School District Volunteer Guidelines.\*\* (Please see the principal regarding any questions or concerns about volunteering).***

**Thank you for your time and effort during school hours and beyond.**

**The students, staff and administration notice and appreciate all you do.**

Volunteer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ School: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Student's Teacher: \_\_\_\_\_

I understand the rules and regulations Westminster School District has set out for volunteers.

Volunteer Signature: \_\_\_\_\_ Principal Signature \_\_\_\_\_