VOLUNTEER HANDBOOK



HOLLOW HILLS
ELEMENTARY SCHOOL

https://hollowhills.simivalleyusd.org/

BE A VOLUNTEER

Welcome, and thank you for your interest in volunteering in Golden Bear Country! Volunteers are a valued part of our school community, and we are grateful for the time, talents, and support you share with our students and staff. Your involvement strengthens the connection between home, school, and community while helping to create enriching opportunities for student learning and growth. Whether you are assisting in the classroom, supporting school events, or contributing behind the scenes, your partnership makes a meaningful difference. Together, we help create a positive, supportive, and successful learning environment for all students.

There are many ways parents and/or caregivers are invited to volunteer, some of which include:

- PTA Events/Activities and Volunteer positions
- Serving on the School Site Council
- Helping children in the classroom (e.g. reading, math, art, science, centers)
- Chaperoning field trips
- Serving as a Room Parent
- Assisting with special events
- Providing additional support to teachers
- Copying and preparing materials



VOLUNTEERS MAKE A DIFFERENCE

At Hollow Hills, we believe that service strengthens our community and creates opportunities for students to learn, grow, and thrive. Students are always our first priority, and every volunteer role is designed to support student learning, safety, and well-being. By volunteering, you are making a direct investment in the success of our students while modeling the values of service, responsibility, and leadership that we strive to instill in every child.

Volunteers support student learning in countless ways. Whether assisting in the classroom, preparing materials, supporting school events, or sharing a special skill or talent, volunteers help create enriching experiences that enhance learning and strengthen our school community. Your presence demonstrates to students that education is valued and that caring adults are invested in their success.

BENEFITS OF BEING A VOLUNTEER

A strong volunteer program benefits everyone:

Benefits for Students

- Increased opportunities for individualized attention and support
- Enhanced learning experiences and enrichment opportunities
- Positive interactions with caring adult role models
- Greater opportunities for collaboration, leadership, and community involvement
- A stronger connection between home, school, and community

Benefits for Teachers and Staff

- Additional support that allows for increased focus on instruction and student learning
- Greater opportunities to provide differentiated support and enrichment
- Assistance with classroom and schoolwide activities
- Stronger partnerships with families and the community

Benefits for Volunteers

- Increased understanding of your child's educational experience
- Greater familiarity with school programs, curriculum, and expectations
- Meaningful opportunities to contribute to student success
- Stronger connections with staff, families, and the school community
- The opportunity to share your talents, experiences, and expertise in service of students

Through your service, you help create a school culture where students see the value of giving back, supporting others, and contributing to a community larger than themselves. By volunteering, you model the Medal of Honor values and demonstrate that true leadership includes serving others. Your example reinforces the lessons our students learn through their own leadership opportunities and service experiences. Thank you for helping us inspire the character, citizenship, and leadership qualities we hope to develop in every Hollow Hills student.

VOLUNTEER REQUIREMENTS

To help maintain a safe, organized, and supportive learning environment, all volunteers are asked to follow the requirements below. We appreciate your cooperation and partnership in helping us protect and support our students.



Volunteer Information Form
(Required Annually)

To safeguard students, all volunteers must complete and receive approval for a Volunteer Information Form before volunteering on campus. A new form must be submitted and approved each school year.

When submitting the Volunteer Information Form, volunteers must also present a valid driver's license or government-issued photo identification. School staff will make a copy of the identification and process it through the Raptor Visitor Management System as part of our campus safety procedures.

If the volunteer is someone other than a parent or legal guardian (such as a grandparent, aunt, uncle, or family friend), a signed letter from the parent or legal guardian granting permission to volunteer is required.

I**mportant:** For safety reasons, minor siblings may not accompany volunteers or visitors during school hours. Thank you for your understanding and cooperation.

VOLUNTEER REQUIREMENTS

Sign In and Sign Out

(Every Visit)

All volunteers must sign in and out through the main office each time they are on campus.
This procedure helps the school:

- Maintain an accurate record of who is on campus.
- Locate volunteers quickly in the event of an emergency.
- Track and recognize volunteer service hours.

After signing in, please wear your volunteer badge at all times while on campus.



Volunteer Role

(Teacher-Directed and Supervised)

Volunteers provide valuable support to both students and staff. Specific volunteer responsibilities are determined by the classroom teacher or supervising staff member based on the needs of the students and the instructional program.

All volunteers must work under the direct supervision of a certificated staff member when interacting with students. Volunteers are not responsible for student supervision, discipline, or instruction without the presence and oversight of a certificated staff member.

As a parent or community volunteer, you bring a unique perspective and valuable experiences that help strengthen the connection between home, school, and community. We are grateful for your willingness to serve and support student success.

VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Volunteers play an important role in supporting students, staff, and the school community. To ensure a safe, positive, and productive environment for all students, volunteers are expected to conduct themselves in a professional, respectful, and confidential manner while on campus and during school-sponsored activities.

At Hollow Hills, we believe that leadership begins with service. Through their actions, volunteers help model the Medal of Honor values and demonstrate the importance of integrity, citizenship, courage, commitment, sacrifice and patriotism through service to others. By serving alongside our students and staff, volunteers reinforce the lessons of character and leadership that are central to our school's mission and student leadership program.

The following expectations are intended to help volunteers contribute effectively while maintaining the safety, well-being, and success of every student.

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VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Confidentiality

Volunteers may become aware of information regarding students, families, staff members, or school operations through their work at school. All information learned while volunteering is considered confidential and must not be discussed outside of the school setting.

To protect the privacy of our students and families:

- Do not discuss a student's academic performance, behavior, personal circumstances, or family information with anyone other than the appropriate school staff.
- Do not share observations about students with parents or community members, even if your intentions are positive.
- Do not discuss concerns regarding a student with anyone other than the classroom teacher or designated staff member.
- Respect the privacy of staff members and refrain from discussing personal opinions regarding the performance or competency of school employees.

When talking with family members or friends about your volunteer experience, focus on the activities you enjoyed rather than specific students, staff members, or situations.

HOLLOW HILLS ELEMENTARY SCHOOL

VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Professionalism and Communication

Volunteers are partners in supporting student success and are expected to conduct themselves in a professional and respectful manner.

- Follow the direction of the classroom teacher or supervising staff member.
- Maintain a positive attitude and remain flexible as classroom and school needs change.
- Avoid expressing disagreements, frustrations, or concerns in the presence of students.
- Address questions or concerns directly with the staff member involved. If additional support is needed, concerns may be brought to the principal.
- Refrain from gossip, rumors, or comments that could be harmful to the reputation of students, staff, families, or other volunteers.
- Help maintain a productive learning environment by limiting conversations near classrooms and instructional areas.

HOLLOW HILLS ELEMENTARY SCHOOL

VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Working with Students

Volunteers play an important role in supporting student learning while modeling the Hollow Hills Medal of Honor values and the principles of service leadership.

- Encourage and support students in a positive and respectful manner.
- Maintain appropriate boundaries with all students.
- Do not provide gifts, money, food, or other items to students unless specifically authorized by school staff.
- Volunteers may remind students of classroom rules, redirect off-task behavior, and reinforce teacher expectations in a calm and respectful manner.
- Volunteers are not responsible for student discipline and should not assign consequences, raise their voice, engage in arguments with students, or physically intervene in student conflicts.
- Any significant behavioral concerns, safety concerns, or repeated misbehavior should be referred immediately to the classroom teacher or supervising staff member for follow-up.
- Avoid physical contact with students unless necessary for safety and only in accordance with school policy.
- Do not escort, restrain, or physically correct students.

VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Dependability

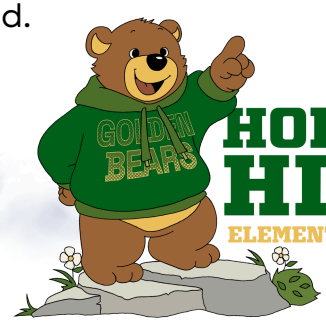
Students, teachers, and staff rely on volunteers and appreciate their commitment.

- Arrive on time and prepared for your volunteer assignment.
- If you are unable to volunteer as scheduled, notify the teacher or staff member as soon as possible.
- Arrive early for field trips and school events when requested.

Campus Safety

Student safety is our highest priority.

- Follow all school procedures and directions from staff members.
- Wear your volunteer badge while on campus.
- Minor siblings may not accompany volunteers during school hours or on field trips.
- During an emergency drill or actual emergency, follow the directions of school personnel immediately and assist as directed.



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VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Respectful and Inclusive Conduct

Hollow Hills is committed to maintaining a safe, welcoming, and inclusive environment for all students, families, staff, and volunteers.

Volunteers are expected to:

- Treat all individuals with dignity, courtesy, and respect.
- Respect differences in culture, race, ethnicity, religion, gender, ability, and background.
- Use language and behavior that promotes a positive school climate.
- Refrain from discriminatory, harassing, racist, sexist, or otherwise inappropriate comments or actions.
- Refrain from promoting personal political views, political candidates, political parties, commercial products, or religious beliefs while volunteering.

By volunteering at Hollow Hills, you help create a positive learning environment where students experience the values of respect, responsibility, citizenship, integrity, and service in action.



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VOLUNTEER EXPECTATIONS AND STANDARDS OF CONDUCT

Communication with Teachers

If you need to speak with a teacher regarding your child, please schedule a mutually convenient time outside of instructional hours. Volunteer time is not an appropriate time to discuss individual student progress or concerns.

Sight and Sound / Supervision Expectations

All volunteers must work under the direction and supervision of a certificated staff member at all times while on campus or during school-sponsored activities. This applies to both parent and non-parent volunteers and is in place to ensure the safety of students, staff, and volunteers.

Volunteers may not spend time with their child during recess, lunch, or other non-assigned times while on campus as volunteers must be directly supervised by certificated staff. Once volunteer duties are complete, volunteers are expected to sign out in the office and exit campus.

Restroom Use

Volunteers are asked to use the restroom located in the main office while on campus.



VOLUNTEERS ARE APPRECIATED!

Volunteers are an important part of our school community and play a meaningful role in supporting student learning and school programs. These expectations are designed to ensure a safe, respectful, and consistent environment for all students while supporting effective collaboration between volunteers and staff.

By volunteering at HH School, you agree to follow all school procedures, maintain confidentiality, and support the direction of certificated staff at all times while on campus.

Failure to follow volunteer expectations may result in suspension or removal of volunteer privileges.



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VOLUNTEER ACKNOWLEDGEMENT FORM

I acknowledge that I have received and reviewed the HH School Volunteer Handbook. I understand that it is my responsibility to read and follow all volunteer requirements, expectations, and school procedures outlined in the handbook.

I understand that these guidelines are in place to support student safety, maintain a positive learning environment, and ensure effective collaboration between volunteers and school staff.

I agree to:

- Follow all volunteer requirements and expectations as outlined in the handbook
- Maintain confidentiality regarding students, staff, and school information
- Follow the direction of certificated staff at all times while on campus
- Support a safe, respectful, and positive school environment

I understand that failure to comply with volunteer expectations may result in suspension or removal of volunteer privileges.

Volunteer Information

Volunteer Name (Print):

_____

Volunteer Signature

_____

Student Name and Room Number

_____