



# Thank you for volunteering at North Davis Elementary School!



## Volunteer Guidelines & Information

Volunteers play an important and valuable role in the Davis Joint Unified School District. Students, teachers, staff, families and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you, too, will be rewarded.

This information is directed to volunteers who devote a portion of their time to one of the most important systems in any community, public schools. To help you get the most out of your experience we want to make sure you are informed.

Volunteers help in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports and special projects. On behalf of the teachers, staff and students, "Thank you. We could not create success without your help."

### **Commitment**

Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher or staff member know when your schedule changes. If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your volunteer time is changed or cancelled for any unforeseen reason.

### **You Are Part Of A Team**

As a school volunteer you are a role model for students. Behave toward students and staff in a respectful manner that sets an example of professionalism and good citizenship.

### **Sign In Procedures**

Volunteers are required to sign in at the office through the RAPTOR system and to wear the volunteer badge that is printed out. Signing in each time you volunteer allows school personnel to locate you immediately in case of emergency.

### **Communication**

It is crucial that the lines of communication stay open and clear. If you are unsure about what is expected of you or how to use certain office equipment, please ask a staff member for direction or assistance.

### **Confidentiality**

What you hear/observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team, a family or child. If a parent asks how their child is doing, please refer them to the classroom teacher.

### **What To Wear**

Wearing appropriate, practical and comfortable clothing when you volunteer is one more way you can be a role model. Please check the school's dress code and if you have a question, talk with the principal.

### **Who Is Doing The Teaching?**

If you are volunteering in a classroom, make sure you are clear and comfortable with your responsibilities and duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach. If you would enjoy other volunteer opportunities other than those that have been assigned, please speak with the teacher at an appropriate time.

### **Language**

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say.

### **Our Commitment To You**

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

### **Efficiency**

We respect your time, interest and talents and will make every effort to utilize them efficiently. Let school personnel know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

### **Discipline/Supervision**

As a school volunteer, you perform under the same direction and supervision as school personnel. Therefore, when you see students disobeying school/classroom rules or engaging in unsafe behavior, report to staff immediately. In addition, if you witness or suspect that students are treating each other disrespectfully, CA AB 9 (Seth's Law) requires that you take steps to intervene when safe to do so and then report to staff immediately. However, only staff may take the corrective action.

### **Reporting Child Abuse**

School volunteers are not considered mandatory reporters of suspected child neglect or abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this information immediately and privately to the school principal.

### **Ed Code and Security**

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as an instructional or non-instructional volunteer under the direct supervision of a certificated employee. (Education Code 35021). A Person who is convicted of a felony or misdemeanor for a crime related to violence, theft or drugs may not volunteer except through appeal by the Principal to the Assistant Superintendent of Human Resources.

**Thank you for your time and commitment to our school!**

**If you have any questions or concerns, please contact the Front Office at North Davis Elementary School or your PTA program coordinator.**