

# Adelanto School District Volunteer Handbook **2011-2012**



*Never doubt that a small group of thoughtful,  
committed citizens can change the world;  
indeed, it's the only thing that ever has.*

*Margaret Mead*

**Our Volunteers Are The Best!!!!**

# *Adelanto School District*

## Parent Volunteer Orientation

Introductions

Volunteer Information

Professionalism, Ethics, Ethical Guidelines  
(Confidentiality, CPS)

Office, School Procedures

Classroom Volunteers-Length in classroom

Volunteer's Self Inventory

Disaster Preparedness

Map/Lunch Schedule

Volunteer Registration  
Guidelines for Babysitting

Questions

Equipment Usage

Tour

Background Cleared: \_\_\_\_\_  
Tuberculosis Clearance: \_\_\_\_\_  
Valid US issued Identification: \_\_\_\_\_  
Board Approved: \_\_\_\_\_  
Verified By: \_\_\_\_\_

SCHOOL SITE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
PRINCIPAL SIGNATURE: \_\_\_\_\_

**ADELANTO SCHOOL DISTRICT**  
**11824 Air Expressway, Adelanto, California 92301**

**VOLUNTEER INFORMATION FORM**

Which Schools would you like to volunteer at?

Adelanto ___	Desert Trails ___	Morgan Kincaid ___	Victoria Magathan ___
Bradach ___	Eagle Ranch ___	Mesa Linda Middle ___	West Creek ___
Columbia Middle ___	George Magnet ___	Theodore Vick ___	Westside Park ___

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

PREVIOUS LAST NAME(S): \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

RESEDENTIAL ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_ CELL PHONE \_\_\_\_\_

STUDENT NAME(S): \_\_\_\_\_

Are you currently employed? ( ) Yes ( ) No Employer: \_\_\_\_\_

List any special skills, qualifications or areas of expertise: \_\_\_\_\_

I am interested in volunteering or assisting with (CHECK ALL THAT APPLY): Office \_\_\_ Reading in the classroom \_\_\_ Field Trips \_\_\_

Arts and Crafts \_\_\_ Music Program \_\_\_ Dance \_\_\_ Library Work \_\_\_ Tutoring \_\_\_ Classroom Activities \_\_\_

Are you willing to work from home (check papers, etc) ( ) Yes ( ) No

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME \_\_\_\_\_ RELATIONSHIP TO VOLUNTEER \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

The Adelanto School District believes every student should be able to enter a learning environment free from crime, violence, drugs and abuse. In the interest of our students, staff and community, the District reserves the right to screen volunteer applicants for any record of criminal history. All volunteers are subject to an investigation to determine that they are not registered sex offenders, and/or drug convictions and/or convictions for committing serious and/or violent felonies in accordance to Education Code 35021 and Administrative Regulations 1240.

**\*The following information is REQUIRED\***

Have you ever been convicted of a felony or misdemeanor, or currently have charges pending? ( ) Yes ( ) No

IF YES, YOU MUST LIST ALL CONVICTIONS AND ATTACH A BRIEF STATEMENT OF EXPLANATION

Have you lived out of state in the past year? ( ) Yes ( ) No

I understand School Volunteers are required to sign in every day, have a current TB Test, and a valid identification card on file before starting volunteer service. Please attach a copy of tuberculosis test (valid for four years) and a copy of **one** of the following **U.S issued** forms of identification; Driver's License, State issued ID card, Passport or Permanent Resident Card. Once all documents are submitted, Volunteer forms will be sent to District Office for Board Approval. All Volunteers must be Board Approved prior to volunteering on any school site.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this form as may be necessary. I understand that this is not intended to be a contract for employment and that I am required to abide by all rules and regulations of the District.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_ Revised 06/2011-Golden Rod

## PROFESSIONALISM AND ETHICS

Information concerning students is confidential and should be given only to others by the teacher or principal, only as authorized by law.

Public remarks reflecting on a student's abilities and family background are improper: and one should refrain from gossiping about a child in the lounge, at home, or elsewhere. Be discreet in the use of available information about students.

Problems may become apparent with students. Regardless of the nature of the problem—educational, health, neglect or abuse—do report these to the teacher or principal immediately so steps may be taken to correct them.

Grooming and dress should reflect pride in one's self and the profession.

When a problem arises, be a part of the solution. Seek the help of those who are responsible for the overall supervision of that particular area, and give him/her an opportunity to exercise prudent judgment and action in the solution.

Take pride in your work. Offer suggestions to the teacher when you think you have a workable idea. Don't be offended if suggestions are not always followed or accepted. **REMEMBER**, the teacher is accountable for the direction of the classroom program.

## ETHICAL GUIDELINES

The following points about confidentiality, staff relations, and assigned responsibilities provides a code of ethics to guide parent volunteers in most situations they will encounter.

CONFIDENTIALITY: Parent volunteers must respect both student and school confidentiality.

1. Discuss a student's performance and problems **ONLY** with those staff members serving that student, **NEVER** with the parents or outsiders.
2. All parent questions about their children should be directed to the teacher.
3. Parent volunteers should not question school policies in the presence of students or outside of the school but can pursue their own personal concerns and inquiries through the school's designated channels.

### STAFF RELATIONS:

1. Parent volunteers need to support the teaching methods and materials used by the supervising teacher, especially in the presence of the student, parent and other volunteers.
2. If you have any questions, concerns, etc., address them privately with the teacher.

### ASSIGNED RESPONSIBILITIES:

1. Parent volunteers should use the same method of instruction and behavior management as the teacher.
2. If you choose to attempt any methods other than those normally used, they must first be discussed with and approved by the teacher.

## IT IS REASONABLE TO EXPECT

1. Communication: Both parents and teachers need to keep this as a focus. It is reasonable to expect a teacher to keep the parent informed of class requirements and expectations. It is reasonable for a teacher to expect a parent to stay in communication with the teacher to check on their student's progress.
2. Chain of Command: When a problem arises in the class, it is reasonable to expect the teacher to inform the parent, and it is reasonable for the parent to go to the teacher first with a problem they may be having instead of going first to the principal or district office.
3. United Front: The goal is for the parent and teacher to work together to solve problems. We need to keep in mind that students can and will present their case, to both parents and teachers, that puts the best light possible on their actions. For this reason, adults need to solve their problems at the adult level, parent to teacher, instead of only listening to the student and making up their minds on the issue.
4. Responsible Behavior: Parents and teachers need to respect each other. We should conduct our business respectfully without anger, put-downs or condescending behavior.

Parents need to respect and value education and are responsible to have their children to school on time, to stay in school and to complete all work on time.

Teachers are responsible to know what they are to teach, to be prepared to teach, and to dress and groom in a professional manner in keeping with their position.

## SCHOOL PROCEDURES

Thank you for all your support and assistance. In order to help clarify procedures, the following should assist you:

- Please keep cell phones off or on vibrate when in the classroom.
- Please sign in at the front office, and wear a badge.
- Paper is stored in the workroom.
- The copy machines in the workroom require a pass number. Please get this from the teacher you are helping.
- The principal or designee has priority in using the copy machine. The following are priority runs.
  1. The teacher or designee urgent need for additional copies.
  2. Teacher or designee urgent need for class set of copies.

Please be considerate in this area.

- Please have Principal approve all flyers, letters, etc. being distributed to students, parents and staff. Allow a minimum of one day to have it returned to you.
- Children (preschool or Adelanto students) are not allowed in the workroom. Children need to use student restrooms.
- Please DO NOT go into any classes, due to instruction, unless gaining prior approval through Principal unless volunteering in the classroom. Allow a minimum of one day, so she can alert teachers and coordinate schedules.
- The staff lounge is reserved for school staff only. You are welcome to have lunch in the cafeteria. Please let the office know in the A.M. to reserve you a lunch.

# JOB DESCRIPTION

## CLASSROOM VOLUNTEER

### MAJOR RESPONSIBILITIES:

1. Work with children on a one-to-one basis or in small groups.
2. Work with children on reading, math, language arts, social studies, or science depending on the interest and skill area of the volunteer.
3. Tasks could include drilling on math or spelling, assisting in writing, listening to students read, taking children to the media or library center, correcting papers, preparing classroom materials, or carrying out specific instructions given by the teacher and agreed upon by the volunteer.

### QUALIFICATIONS AND REQUIREMENTS:

1. Enjoy working with children.
2. Attend one orientation session for classroom volunteers given at the beginning of the year.
3. Attend sessions on particular skill areas needed to work in the classroom (e.g., math or reading tutoring skills).
4. Notify school if unable to come on assigned day.
5. Fulfill agreed upon responsibilities to best of ability.

### BENEFITS TO SCHOOL AND VOLUNTEERS:

1. Provides more individual and adult attention to children.
2. Assist teacher in achieving learning goals.
3. Provides volunteer with meaningful and important involvement.
4. Demonstrates value of school-community cooperation.

### JOB CONSTRAINTS:

1. Respect confidentiality, refrain from discussing individual children outside the classroom.



## A MEMO FROM A STUDENT

Show your acceptance of me by listening to what I have to say.

Try to see me from my point of view. Put yourself in my place.

Don't spoil me. I know quite well I ought not to have all I ask for - I'm only testing you.

Don't be afraid to be firm with me. I prefer it. It makes me feel more secure.

Don't let me form bad habits. I have to rely on you to detect them in the early stages.

Don't correct me in front of people. I'll take much more notice if you talk quietly with me in private.

Don't make me feel my mistakes are big sins. It upsets my sense of value.

Don't make too much of my small ailments. Sometimes they get me the attention I need.

Don't nag. If you do I shall protect myself by appearing deaf.

Don't make rash promises. Remember I feel "let-down" when the promises are broken.

Don't be inconsistent. That completely confuses me and makes me lose faith in you.

Don't tax my honesty "too much." I am easily frightened into telling lies.

Don't forget that I cannot explain myself as well as I would like. That is why I am not always accurate.

Don't tell me my fears are silly. They are "terribly real." You can do much to reassure me if you try to understand.

Don't put me off when I ask questions. If you do, I'll stop asking and seek information elsewhere.

Don't ever suggest that you are perfect or infallible. It gives me too great a shock when I discover you are neither.

Don't think it is beneath your dignity to apologize to me. An honest apology makes me feel surprisingly warm to you.

Don't fail to help me set and maintain "standards." If I grow up without them, I'll blame you!

## VOLUNTEER'S SELF INVENTORY

### DO I....

- make myself helpful by offering my services to the teacher when there is an obvious need for help?
- give the teacher adequate notice of absences by reporting them to the office before the day begins?
- avoid criticism of the students, teacher, or school?
- maintain the confidentiality of information about students?
- have good communication with the teachers?
- try to maintain a friendly attitude toward all?
- accept suggestions without becoming emotionally upset?
- emphasize the times when students behave well and minimize the times when they fail to do so?
- observe closely so as to know the individual student's likes, dislikes, preferences, enthusiasms, aversions, etc.?
- find opportunities for giving students choices or do I tell them what to do at all times?
- really listen to what students have to say?
- give too much help to students rather than allowing them time to think?
- ask questions when I don't understand my assignments?
- evaluate myself at intervals?

## DISASTER PREPAREDNESS

### KEEP CALM - DO NOT RUN

#### IF INDOORS: "Drop and Hold" position

1. Drop to the floor beneath a desk, chair, table, or bench with your back to any windows and hold the object you are under. This is called the "Drop and Hold" position.
2. If you cannot get beneath an object drop to the floor in a bent and crouched-over-position, bury your face in the crook of one elbow and place the other hand over the back of your neck. Cover your head with a coat, sweater, or notebook if handy.
3. After the shaking is over and/or evacuation signal is given, go to the Student Supervision Area as designated by the Site Commander.

#### IF OUTDOORS:

1. Get away from all buildings.
2. Stay clear of walls, power poles, trees, loose wires and fences.
3. Lie flat on the ground. Bury your face in the crook of one elbow and place the other hand over the back of your neck.

#### IF EN ROUTE OR FROM SCHOOL:

1. The safest place to be is in the open - - stay there.
2. Move away from buildings, trees, and exposed wires. **DO NOT RUN!**
3. After the earthquake, if on the way to school, continue to school.
4. After the earthquake, if on the way home, continue home.

## EQUIPMENT LIST

- Please ask for training and handle equipment safely.

Xerox Machine - Large, computerized, used for large jobs or detailed work. Has many extra features.

Office Xerox Machine - Up front use for small jobs and office use only.

Risograph/Duplo Machine - High speed duplicator, use for construction paper and card stock.

Laminator - Used to coat paper with protective film.

Poster Machine - Used for making multi-colored posters.

Ellison Cutter - Used for the letter, shapes, and symbols cut outs.

Book Binder - Used to spiral bind pages into booklets.

Laminator Cutter - Used to cut straight edges from the laminated pieces.

Paper cutter - Used to cut multiple pieces of paper.