

EL RODEO SCHOOL



VOLUNTEER HANDBOOK

WELCOME TO EL RODEO!

WHY VOLUNTEER?

The success of El Rodeo School is dependent upon the partnership between teachers, students, and parents. We need volunteers for many programs that impact the quality of our children's education, and enhance learning in the classrooms. Thank you for your time and dedication to our El Rodeo family!

REQUIREMENTS

TB TEST

The California Education Code requires that all volunteers have a current TB test on file in the health office. TB tests are valid for 4 years. Volunteers will not be permitted to interact with children until their TB test is on file. Please attach a copy of your TB test result to the Volunteer Contract (see below), and return to the front office.

VOLUNTEER CONTRACT

It is essential that everyone understand and follow some basic rules and guidelines for safety before volunteering on our campus. Please read the El Rodeo Volunteer Handbook, then sign and return the enclosed Volunteer Contract, along with your TB test, to the office.

SAFETY

The El Rodeo staff has been trained to deal with emergency situations. In case of an emergency, please defer to them and do as they instruct. Please offer your assistance as needed.

If you are present during any emergency drills, you must participate and evacuate the building with your class. Stay with your class unless you are asked to help by an El Rodeo staff member.

GENERAL VOLUNTEER GUIDELINES

SIGN IN & OUT

All volunteers must sign in and pick up a visitor badge at the main office.

Upon departure, please return to the main office to sign out and return the visitor badge. As a safety measure, this allows the school to know who is or has been on campus. Additionally, signing in allows the school staff to find you in case of an emergency.

PUNCTUALITY/ATTENDANCE

Students, teachers, and staff members rely on the services performed by volunteers. Your punctuality will allow the teachers/staff know that they can count on you. If you are unable to volunteer, or think that you will be late, please contact the teacher/staff member immediately.

CONFIDENTIALITY

Volunteers must protect the teachers' and students' right to privacy. As a volunteer, you will be privy to knowledge about a child's academic ability, behavior patterns, emotional maturity, relationships with others, etc. Additionally, you may learn more about staff members and teachers than would normally be learned from their public image. All such information is considered privileged and must be kept confidential. Please refrain from sharing any knowledge about students and/or teachers and staff.

ATTIRE and CONDUCT

Please dress appropriately for working on campus and with children. Please set a good example to students by maintaining professional conduct and language.

HEALTH

Please do not come to school if you are ill. You may think you are leaving the teacher shorthanded, and you may want to volunteer even though you are not well, but doing so is not good for you, the children, or the teacher.

PHOTORGRAPHS/VIDEOS

Taking photographs or videos of students is not allowed, unless you have permission from site personnel.

CLASSROOM VOLUNTEER GUIDELINES

TEACHERS' DISCRETION

All volunteer opportunities are designated and assigned within the discretion of the teacher. It is the ultimate goal at El Rodeo to provide a positive learning environment for the children. *If, at any time, it is determined that a parent volunteer is limiting the children's ability to be successful learners, it is within the discretion of the teacher to determine whether the volunteer's services will be needed and/or to find an alternate volunteer position for that parent.*

CLASSROOM

Do not go into a classroom when the teacher is not present.

TEACHER'S DESK

A teacher's desk often contains private and confidential papers and materials. You are not permitted to look through papers and materials on or in the teacher's desk.

DISCIPLINE

Do not touch or discipline a child. Notify the teacher of a situation or observed behavior, so that she/he can take the appropriate action. Consistently and calmly work with students taking a neutral stance, restating rules and expectations and offering reasonable choices.

VOLUNTEER ROLE

Please keep in mind that it is the teacher who is ultimately responsible for the education of our children and implementation of programs. It is the classroom volunteer's responsibility to assist the teacher as requested.

TEACHER CONFERENCES

Your volunteer time is not the appropriate time to talk with the teacher about your child. If you would like to speak with your child's teacher regarding your child, please ask the teacher about scheduling a conference.

CELLULAR PHONES

Please silence cell phones while on campus. Refrain from using your cell phone during the time you are volunteering, unless in an emergency. Take any emergency phone calls outside of the classroom.

SIBLINGS

For safety and liability reasons, children not enrolled at El Rodeo are not allowed in the classroom while a parent is volunteering. Exceptions may be made for classroom parties – check with your teachers.

When non-school age siblings are on campus during drop off or pick up time, they should be fully supervised at all times.

PHOTOCOPIES

All parent volunteers must be trained to use the photocopier machines by an El Rodeo staff member. When making photocopies (as requested by teachers), please allow teachers to jump in and make the copies they may need for their class. They are often on a tight schedule and don't have time to wait.

FIELD TRIP SPECIFICS

When volunteering as a field trip chaperone, the following guidelines apply:

- Sign in and out at the school office; wear the visitor badge at all times.

- Realize your first responsibility is to help, not to socialize. Maintain contact with all students in your assigned group, and report students not following rules to the teacher in charge.
- Abide by and enforce the parameters set forth by the teacher

TIPS FOR WORKING WITH STUDENTS

- Encourage students to try and do any activity to the best of their ability.
- Challenge students to find their own solutions. Assist only when you feel a child has done all he or she can. Then provide the support the child needs to be successful but do not do any of the work for them.
- Be friendly and interested in the students' activities. Invite them to tell you about what they are doing.
- Be enthusiastic and enjoy the children. Know that your work makes a difference in the lives of our children the richness of our classrooms.
- Be sensitive to the surrounding group meetings in the classroom, and control the noise level at your center.
- Use eye contact – it is powerful!
- Don't take misbehavior personally; students test authority, no matter who it is.
- Provide as much positive feedback to the students as possible.
- Praise individual students for a job well done.
- Proceed at the student's own rate of speed.
- Be patient with where each child is developmentally. Remember that children learn in different ways and at different speeds.

VOLUNTEER CONTRACT

Having a clear understanding of the policies and procedures outlined in the El Rodeo Volunteer Handbook will ensure that everyone is working together to provide a safe, healthy, and supportive environment for our children to learn and grow.

Please read the El Rodeo Volunteer Handbook, then sign and return this form, along with your TB test results, to the main office BEFORE you begin volunteering on campus.

Thank you for your contribution and support to our El Rodeo family!

I have read and agree to comply with the volunteer guidelines as included in the El Rodeo Volunteer Handbook.

A current TB test is on file in the health office.

I have attached the results of my TB test to this form.

Signature

Date

Print Name

Address, City, State, Zip Code

Home Phone

Cell Phone

Email

Child(ren)'s name(s), grade(s), and teacher(s)
