

WHITTIER CITY SCHOOL DISTRICT VOLUNTEER GUIDELINES

WELCOME

Thank you for your willingness to use your valuable time to help improve and support the learning program at our school. Volunteers enable the classroom and school to provide additional services and activities to students. Scheduling the date and time enables the teacher to plan for your help and make sure that there are things for you to do. There are many things a volunteer can help with such as:

- Helping a small group with a project
- Reading with a student or keeping track of an incentive program
- Practicing math facts or high frequency words with a student
- Putting together student booklets, laminating, etc.

To ensure that your time and services are used in the best possible way, here are some procedures that need to be followed.

GENERAL PROCEDURES

1. The teacher or principal approves all volunteer assignments. Please speak to the teacher or principal at least one day before the day you wish to volunteer. Your date and time can be scheduled by phone or in person before or after school.
2. When you arrive on campus that day, go to the office to sign in and receive your volunteer pass. You must also bring a picture ID with you for verification purposes.
3. Be sure you wear your pass at all times.
4. When you are ready to leave, you will need to sign out in the office and return your pass.

WHILE ON CAMPUS AS A VOLUNTEER

1. When you are volunteering at our school, we count on you to maintain confidentiality regarding anything you see or hear about students or their families. If you suspect child abuse or observe any inappropriate conduct, immediately report your concerns to the teacher and/or the principal.
2. As a protection to both you and students, volunteers are never to be alone with students or touch them for any reason.
3. During your time on campus should you see students engage in an activity that seems to break the rules or may look dangerous, please immediately report this to a staff member, teacher, or the office. You should not approach the students unless you are concerned that their safety and wellbeing are at stake.
4. If you need to use the restroom, please come to the school office; student restrooms are for students only.
5. Please refrain from using your cell phone during class time as it distracts students from their learning. Have your phone on vibrate or silent and if you need to accept a phone call, please step out of the classroom.
6. Students may not be photographed or videotaped unless approved in advance by the teacher or the principal. Photos of children, other than your own, may not be posted on social media.
7. Please refrain from entering classrooms other than the rooms you are scheduled to be in.

8. Volunteers must not attempt to influence or persuade students on religious or political matters.

ADDITIONAL INFORMATION

1. After signing in and wearing your volunteer pass, if you are regularly volunteering in a classroom or the school and have your weekly directions then you can begin your task or responsibility. If you are volunteering for the first time or for a specific activity, please report to the teacher or the principal for directions.
2. If you have any concerns about student respect or behavior when you are working with students, please inform the teacher immediately. Students should treat each other and you with respect. The teacher is responsible for classroom management and student discipline, even of your child. Please remember that the teacher is the final authority in the classroom and should not be contradicted.
3. When you have completed your task, please return supplies or materials to where they are stored. If you are working with a piece of equipment and it jams or becomes inoperable, please let the teacher or office staff know before you leave it.
4. Volunteers must adhere to all federal and state laws, school rules, and the District’s board policies including the District’s Civility BP1313.
5. The Megan’s Law Website will be searched to ensure volunteers are not registered sex offenders.
6. Volunteers may be requested to obtain a tuberculosis exam and undergo a criminal background check.

VOLUNTEER AGREEMENT

I have read and understand the Whittier City School District’s Volunteer Guidelines and agree to abide by them at all times in my role as a volunteer. I declare under penalty of perjury that I am not a registered sex offender and that I have not been convicted for any sex or drug related offenses or for crimes of violence, or any infraction that leads to probation and there are no criminal charges pending against me.

The Whittier City School District reserves the right to exclude any volunteer for actions that cause disruption in any way to the learning environment.

_____	_____	_____
Print Name	Signature of Volunteer	Date

****SCHOOL OFFICE USE ONLY****

I have checked the Megan’s Law Website on _____ to ensure that the above named volunteer is not a registered sex offender.
(date)

_____	_____	_____
Employee Name	Employee’s Signature	Date

References: Ed. Codes: 32212, 35021, 35021.1, 45125, 44810, 44811, 49406; Penal Codes: 290.95, WCSD Board Policies: BP1240 and BP1313; WCSD Admin. Reg: AR1240