

Hemet Elementary School
633 E. Kimball Ave.
Hemet, CA 92545
(951) 765-1630

Volunteer Handbook

2017-18

Annette Carmona, Coordinator



Welcome

Welcome to Hemet Elementary School, and thank you for volunteering your time to help our students achieve. We have over 650 students, and 50 teachers and other staff members. Our campus is quite large and the needs of our teachers are different from one teacher to the other. This handbook will give you some important information about Hemet Elementary School, our procedures and policies, and what you can expect as a valuable part of our school.

Volunteering doesn't always mean being physically present on campus. Many teachers have projects that can be picked up and completed at home, some teachers need consistent help every day or every week, while some teachers need only occasional help with large projects. The first consideration should be to help the teacher while minimizing classroom disruptions. Your first step as a potential volunteer is to meet with the teacher to determine if they need assistance. The teacher will then provide you with a form to bring to the front office to initiate the approval process. Once you have gone through the approval process in our front office, please meet with your child's teacher either before or after school to arrange the days and time when your child's teacher will need help in their classroom. Teachers will manage their schedule to the best advantage of the students, so as a volunteer you will have a positive impact on their learning. **Please do not "drop in volunteer"** as the teacher will have to stop teaching in order to accommodate you.

School days are packed full of instruction. Our teachers begin instruction when the morning bell rings at 7:55 and teach right up until the release bell, so conferences regarding your individual student should be scheduled before or after school not during classroom volunteer time. Because the days are rather intense, we also ask that you not schedule conferences during the teacher's lunch time unless it is truly unavoidable.



Where To Sign In, and Why

Every time you are on campus, you should be signed in and be wearing a volunteer badge. Volunteers will sign in using the LobbyGuard system in the front office. If there is a major disaster or a lockdown we are required to ascertain the location and condition of everyone on campus. If you are not signed in, we would not know to put you on the list for search and rescue. If you are signed in and fail to sign out at a future time, we might waste valuable time searching for you when you are not on campus. Be sure to have your volunteer badge easily visible when you are on campus. For the security of our students, anyone that works for Hemet Unified School District (including maintenance personnel, custodians, technology staff, teachers, administrators, etc.) may question your presence on our campus without a volunteer badge.



Younger/Older Siblings

Please do not bring younger or older siblings on campus during your classroom volunteer time. Hemet Unified School District has a policy of liability and safety regarding this issue. Check with the teacher to see if they have work you could take home for completion

What To Do During A Fire Alarm, Lockdown, or Earthquake Drill

If you are volunteering on campus and there is a drill, please follow the direction of the teacher without question, even if it does not make sense to you at the time. Drills may contain code words or sounds that will not be apparent to the general public. If you are in the classroom/workroom when a drill (or real incident) begins, go to the nearest classroom and ask for direction. Remember, because you are signed in, someone will be trying to account for you.



Student Bathrooms/Staff Lounge

Student bathrooms are off limits for all adults. Please use the bathrooms that are located in the hallway near the office workroom. The staff lounge is **ONLY** for teachers and other staff members. Except for brief moments to place or retrieve items in the school's refrigerator or freezer, volunteers should not be in the lounge. **Please adhere to the privacy of our staff.**

The copy machines are located in the Staff Workroom. Occasionally teachers will ask you to copy materials for them during your volunteer time. As a courtesy to our teachers that are on their assigned prep time or recess break, please make sure that you allow them to use the machines when they come into the workroom.

Dress Code

While there is no official dress code for volunteers, remember, we are an elementary school. Please dress appropriately; you are a role model for our scholars. Items such as slippers, PJ's, clothing which shows excessive skin or cleavage, and t-shirts with inappropriate designs and sayings are considered inappropriate.

Security/Student Safety

We depend upon everyone on campus to be security and safety conscious. If you see something wrong with our campus, please be sure to notify the Office Manager or other office staff. This includes issues such as broken fences, leaky water fountains, leaning/broken trees, holes in the ground/field, anything you think might be a safety issue or anything that looks out of place or suspicious.

If you see students that need correction or redirection, unless it is an immediate safety issue, please consult a staff member to correct or redirect the child. If you absolutely must correct or redirect a child, please consider how you would want other adults to talk to your child before you speak or act. Unless a child is in extreme physical danger, never grab or attempt to restrain any student.

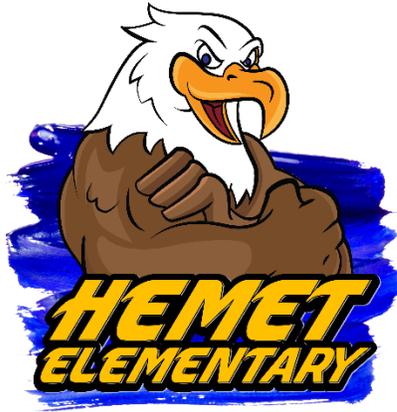
Remember, all student information is confidential, and gossip is not a reliable source of information. If you do happen to see confidential student information or situations, please do not share the information. If you have questions regarding a specific situation or student, ask the teacher or talk to the Office Manager.

Supervision of Volunteers

School volunteers must be under the direct supervision of certificated staff. Therefore, volunteers are not to be in unsupervised areas such as the cafeteria, lunch tables, or playground unless assisting with class activity under the supervision of a teacher.

Thank you for making a difference at our school. We appreciate your support!





I have read the Hemet Elementary School Volunteer Handbook and agree to follow the guidelines and procedures established by the school and Hemet Unified School District.

Print Name

Signature

Student(s) at Hemet Elementary School

Date