

San Clemente Christian School

Volunteer Handbook

2019-2020



Welcome!

Whether you are new or a former volunteer returning to San Clemente Christian School, we are so blessed to have you as part of our community. Your willingness to volunteer is so incredibly valued because of your unique talents and giftings, your dedication to SCCS and our mission, and the value you bring to the teachers and students. The involvement of volunteers helps reduce the adult-to-student ratio in class while improving the learning environment. At SCCS we value the idea of “parents as partners.” **Thank you for volunteering to join us in our classroom** to help make this a joyful and successful year for all children. Please read over the following guidelines and complete the volunteer paperwork at the end of this handbook.

Volunteer Categories

1. **Family Service Hours:** Every family is required to complete a minimum of 40 Family Service hours per family. Additional hours may be accrued by volunteering weekly, actively volunteering in the planning of a major school event, volunteering on field trips, helping with a school project, and more.
2. **Classroom and Recess Volunteer:** Many families would like to be actively engaged in their child’s educational experience. We not only support that, but welcome it! Volunteer opportunities of this nature can be directly arranged with your child’s teacher.
3. **Field Trip Driver and Supervisor Volunteer:** Many families are not able to volunteer on a regular basis in their child’s classroom, however, they are willing and able to drive and supervise on one of the many wonderful class field trips.
4. **Event Volunteers:** Our families often serve as powerful support to the many school events at SCCS. Without your help, they would not be nearly as successful!

Volunteer Requirements

1. Background Check and TB Test

In accordance with SCCS policy, fingerprinting is required for volunteers who have direct contact with students. Please refer to the Livescan information form for information specific to SCCS. Please note, no volunteer may have contact with students until the Livescan process has been complete. A current TB test must be on file for all volunteers interacting with students. No volunteer may have contact with students until the TB testing process has been complete.

2. Completing Necessary Paperwork

All forms contained in the Appendix of this Handbook must be completed and returned to your child’s teacher prior to beginning the volunteer process.

3. Signing In and Out

Regardless of the type of volunteer you are, all volunteers must sign in each day and pick up a volunteer badge at the school office. Volunteers must sign-out when they have completed their volunteer time for the day as well. **Under no circumstance may a volunteer enter the classroom or general school grounds without a volunteer badge.**

4. Logging Your Service Hours

All families are required to offer 40 hours of their time toward the school. There are numerous opportunities for families to fulfill that hourly requirement; both on campus and off. It is the responsibility of each family to log their service hours in the log book located at the front desk. The information contained in this log book is used to track family service hours. Therefore, if a family does not log their hours, the Family Service Hour Coordinator has no way of knowing if hours were completed.

5. Following all Policies and Procedures

All volunteers must agree with the policies and procedures contained in the Volunteer Handbook and adhere to them throughout the school year.

Policies and Procedures

Absence and Punctuality

Volunteers are asked to commit to specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a day that you are scheduled, or if you will arrive late, **please contact the front office immediately via phone or email the teacher.**

Discipline

Rules and procedures related to student discipline have been established by the school and individual classroom teachers. Classroom teachers and school administrators are responsible for student discipline. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining a healthy and productive learning environment. Please remember to ask for the assistance of the teacher if a situation calls for follow-up disciplinary action.

Suspected Child Abuse or Neglect

Volunteers should report to the school administrator if they have any reason to believe a student has been abused or neglected.

Resignation/Dismissal

If for any reason you decide not to continue volunteering at SCCS, please inform your teacher immediately. SCCS administrators reserve the right to terminate volunteer opportunities at their discretion.

Siblings

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Pre-schoolers and younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Some of the equipment that is used by volunteers should not be accessible and is not safe for preschoolers (laminating machines, paper cutters, scissors, staplers, copy machines, etc.)

Office Machines

The staff appreciates volunteers helping teachers prepare classroom materials. Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow

teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. School equipment is only to be used for educational/school purposes. They are not for personal use. Volunteer flexibility and cooperation in this area is greatly appreciated.

Safety Rules

The following is a list of general safety rules for all workers. Employees and volunteers are required to comply with these rules.

- Under no circumstances shall a volunteer place themselves, a co-worker, or a student in a hazardous situation.
- Work areas (on or off site) are to be kept neat, orderly, and clean. Report unsafe conditions to your supervisor immediately.
- Personal protective equipment (goggles, shoes, gloves, respirators, coveralls, etc.) must be worn at all times when specifically required.
- Loose jewelry or clothing should be avoided.
- Follow good lifting practices. Ask for help when needed and help others lift or carry heavy or bulky objects when necessary. Stack materials safely.
- Do not start or attempt to repair defective electrical equipment.
- Use tools and school machines only for their intended purpose. Do not use defective tools, equipment, or machinery. Do not remove guards or safety devices on power tools or equipment.
- Know the location of alarms and fire extinguishers.
- Know evacuation procedures
- Always keep personal property secured.

When working with the students...

- Use a quiet and controlled voice that will encourage and help children feel confident.
- Avoid comparing children and their work.
- State directions in a positive tone.
- Be sure a child understands what you are saying.
- Reward positive behavior with a smile or compliment.
- In small groups, offer each child a chance to participate; quiet children can sometimes be overlooked.
- Try to be consistent in helping all of the children.
- Let children try to do as much as possible without your help; children learn by doing.
- Respect children's differences and personalities.
- Remember that you are an example of appropriate behavior such as sharing, not talking when the teacher is talking, showing respect, talking quietly and taking turns.
- Be understanding, responsible and positive. A bright smile and a heaping dose of praise goes a long way in the classroom!
- Relax and be yourself.
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done.
- Encourage positive behavior by making notes of students who are doing things the right way.
- Remember that a student often responds better to suggestions, rather than commands.
- Proceed at the student's own rate of speed.

- Don't do for a student what he or she can do for him or herself.
- Call the student by name at each opportunity.
- Approach a subject in a very specific way. In planning with the student, keep your expectations few, short, and clear.
- Be flexible! Don't be afraid to admit your mistakes, nobody is perfect. Students are delighted with this honesty. It gives them a chance to "teach you" and an opportunity for the two of you to learn together which is important both academically and personally.
- Be patient – remember teachers and students are human. They will not perform at 100% efficiency at all times.

Classroom Volunteers

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, leave a voicemail for the teacher so she can make necessary accommodations in her lesson plan.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows her to get more effective teaching time in. Please be open and flexible about whatever the teacher asks you to do.

BE SURE YOU UNDERSTAND WHAT THE TEACHER NEEDS YOU TO DO: If you aren't sure, feel free to ask for more clarification.

NO CELL INTERRUPTIONS: Turn off your cell phone. It is disruptive to the learning environment to make or receive phone calls, texts or emails during your classroom volunteer time.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. This helps to minimize distraction and maximize your valuable time!

BE CONFIDENTIAL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is CONFIDENTIAL. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. For example, if you are working with a child on spelling words, and that child is struggling and not doing well, it is not acceptable to report that to the child's parent. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others. Our students and their families entrust SCCS with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with our school assumes an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it.

OFFER FEEDBACK TO THE TEACHER: If you have a concern about a specific child or feel there is a need for some negative comment or disciplinary action, please tell the teacher and let her decide the appropriate action to take with a child. You may have observed something she did not see, and your feedback is important in helping her do her job.

DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher. Volunteers are expected to dress in accordance with accepted social and business standards. If you are unsure as to the appropriateness of particular attire, please consult with the site administrator.

PREPARE YOUR CHILD FOR YOUR ARRIVAL: Let your child know that when you are volunteering in the classroom, you are there to help the teacher and the other children in class as well as your child. One way of explaining this is to say, "We have the same job...to do what the teacher tells us to do."

Playground Volunteers

1. Check in with the front office and receive your volunteer badge.
2. Check in with the lead supervisor for your playground assignment. Typically, there will be three stations:
 - a. Play area (parent volunteer)
 - b. Sports area (i.e. Basketball/football) -Will require active involvement in the game such as refereeing
 - c. Ball Cart -Duties include ball checkout, bathroom passes, pairing of students not playing with others, cone run and reflection sheet station, first aid.
3. Actively engage with the students! Get involved and participate.
4. SCCS has a **hands off policy**. Intervene immediately when a verbal or physical conflict arises. If we are actively engaged such conflicts can be stopped before they actually begin.
5. **Hands off procedure**
 - a. **Separate students immediately and have them sit on the curb**
 - b. **Check in with your lead supervisor for direction.**
6. Bathroom procedures- Students must take a buddy. Only 2 bathroom passes out at a time. TK and K may not use restroom during recess. They are taken to restroom right before they go out to recess.
7. Under no circumstances should students throw a ball at another student outside the confines of dodge ball or kickball.
8. General playground rules
 - a. No sitting or standing on top of the monkey bars
 - b. One person on the rockers (only second grade and under on rockers as there is a weight limit)
 - c. 20 swings per turn when there is a line (the swinger counts each swing aloud)
 - d. **You can't say "You can't play"**
 - e. **Use Rock, Paper Scissors to settle arguments of who first**

Field Trip Volunteers

All forms and procedures must be completed and submitted to your child's teacher prior to driving and supervising on a field trip. Please review the following tips for supporting a successful field trip:

1. In the event that you are unable to attend the field trip, contact your child's teacher as soon as possible.
2. Teachers will make vehicle arrangements for students and often have specific reasons for making such arrangements. Prior to departure, you will be provided with a list of names of students being transported in your vehicle.
3. Please arrive at least 15 minutes before departure time.
4. Drivers will be given copies of the Emergency Medical Release Forms for the students being transported in their vehicle.
5. Seat belts must be worn at all times. Car seats and boosters must be used as required by law.
6. Please understand the route being taken. A map and or directions will be provided by the teacher. Please stay with the assigned route to and from the field trip. Do not take a "better" route or stop for snacks unless this is part of the teacher's explicit directions.
7. It is expected that you will obey all traffic laws including managing acceptable speed limits.
8. Please call the school immediately if you experience car trouble or become lost. If someone has been hurt or ill and the teacher is not readily available for consultation, please call the school for instructions.
9. Students must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway. Students are never to be left unattended in a vehicle.
10. Bring your cell phone in case of emergency. However, please refrain from using it throughout the field trip to minimize distractions.
11. It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitude, and dress. The classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
12. Volunteers are responsible for overseeing the behavior and actions of those students assigned to them. If you are experiencing difficulty, please report the problem immediately to the teacher.
13. SCCS has a strict "hands off" policy. We encourage all students to treat one another with respect through words, tone of voice, and actions.
14. Please consistently count and monitor those students assigned to you.

Appendix

Please complete the following forms and processes prior to initiating the volunteer process. In this section, you will find:

1. Volunteer Handbook agreement form
2. Directions to complete Livescan
3. Volunteer Driver form

Additionally, please provide:

1. A copy of your valid driver's license and proof of insurance (attach to the Volunteer Driver form)
2. Proof of an updated TB test



S A N C L E M E N T E C H R I S T I A N S C H O O L

"EQUIPPING YOUNG MINDS WHO WILL IMPACT THEIR WORLD WITH AN AUTHENTIC FAITH FOR LIFE AND ETERNITY."

Annual Volunteer Handbook Agreement Form

Student's Full Legal Names (Please Print)

1. _____ Grade Entering _____
2. _____ Grade Entering _____
3. _____ Grade Entering _____
4. _____ Grade Entering _____

VOLUNTEER CODE OF CONDUCT

____ / ____ I have thoroughly read, and are in full agreement with, the information contained in the SCCS Volunteer Handbook. I further agree to follow and uphold the policies and procedures outlined within the handbook. Furthermore,

1. I acknowledge that I have completed all of the necessary requirements as outlined in the Volunteer Handbook prior to beginning the volunteer process.
2. I agree to uphold all of the policies and procedures outlined in the Volunteer Handbook.
3. I agree to never be alone with individual students unless I have been specifically asked by a teacher.
4. I acknowledge that under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fines and imprisonment. By placing my name below, I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

Signatures

We acknowledge by signing this agreement, that it is for a limited duration, and that all rights and privileges herein terminate upon the expiration date of the academic year applied for, unless terminated sooner. The signatures of both parents/guardians are required prior to initiating the volunteer process.

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____



S A N C L E M E N T E C H R I S T I A N S C H O O L

"EQUIPPING YOUNG MINDS WHO WILL IMPACT THEIR WORLD WITH AN AUTHENTIC FAITH FOR LIFE AND ETERNITY."

2017-18 Volunteer Driver Application Form

Student's Full Legal Names (Please Print)

1. _____ Grade Entering _____

2. _____ Grade Entering _____

3. _____ Grade Entering _____

4. _____ Grade Entering _____

Section 1: Volunteer Driver Information

Name: _____ Date of Birth: _____

Drivers License Number: _____ Expiration Date: _____

Phone (Home): _____ (Cell): _____

Address: _____

Section 2: Requirements

 Please attach: (1) Copy of driver's license (2) Copy of proof of insurance

I certify that: I possess a valid and up to date California driver's license and up to date insurance; I understand that in case of any type of accident, injury or vehicle damage, the school's liability insurance does not provide primary or direct insurance on my vehicle; Students riding in my vehicle(s) will be seated with a fully functional seatbelt (no doubling up is permitted). I will follow state laws with regard to car seats and booster seats; I acknowledge that my vehicle is in safe operating condition; I have read all of the policies and procedures associated with being a volunteer driver; I have not received a DUI within the past five years.

Section 3: Declaration and Signature

I affirm that I will carefully transport students in my care, obeying all traffic laws. The information that I have proved on this form and in all other associated Volunteer related forms are true and correct to the best of my knowledge.

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian _____ Date _____

Please do not submit this form unless you have completed Section 2 and attached necessary documents