

### Restrooms

Please use the restrooms designated for staff – usually in the office building. Student restrooms are not to be used by adult volunteers.

### Dress

Parents and guardians are asked to use good judgment with regard to proper school attire. Please do not wear any clothes that carry a sexual, vulgar or offensive message or reference the use of alcohol, tobacco or drugs.

### Cell Phones

Cell phones are to be turned off in the classrooms. If you need to be reached, please let the office know you are expecting a call and the office will either take a message or try to locate you.



### No Smoking

Schools are tobacco free zones. This means you may not even bring tobacco products on campus in your purse or pockets.

*Again, we appreciate your cooperation in helping us maintain a safe learning environment for all of our students. Thank you for taking the time to become a school volunteer !*



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## *Torrance Unified School District Volunteer Guidelines and Procedures*



### **So you want to be a School Volunteer!**

*This brochure is a guide to assist you in becoming an important part of our parent, school and community partnership by volunteering at school.*

*Our Mission: Student Success  
Our Obligation: Student Safety*

## Volunteer Guidelines and Procedures



Thank you for your willingness to volunteer your time at one of our schools. We believe that you are an integral part of our work educating students and encourage you to actively participate in your child's education by volunteering at our school. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community and school. Parents and other caregivers who work in the school gain a deeper understanding of their child's education.

In order to begin volunteering in ANY capacity within the school, however, you will need to get approved through the office. **This includes volunteering in a classroom, attending a field trip or joining your child for meals once in a while at school.**

There are two steps you will need to take in order to begin volunteering on any campus.

**First** you will need to complete a Volunteer Application/Agreement form, which is available in the school office. Once completed, the volunteer form is submitted to the principal, and when approved, the names of the volunteers are forwarded to the district office for a Megan's Law background check. **No parent or person will be allowed to volunteer if his or her name appears on the Megan's Law Website under any circumstances.** Please note that this can take some time to be completed, especially at the beginning of the school year.

**Second** you will need to provide documentation of a current tuberculosis (TB) test.

Written proof of a negative TB test must be provided. Please plan to complete all the necessary forms well in advance of the time you anticipate volunteering. We will notify you immediately once you are cleared to volunteer.

We appreciate your patience and cooperation regarding our volunteer guidelines.

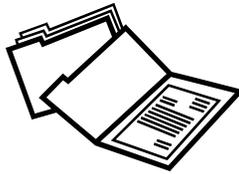
### Signing in at the office

You will need to **sign in at the office and obtain a visitor's badge each time you volunteer.** The visitor's badge needs to be worn at all times while on campus. The procedure of having all visitors and volunteers sign in serves two functions. In the event of an emergency, the school office will know exactly how many people are on campus. A more important function is that by having visitors sign in at the office and issuing badges, the school staff is instantly able to identify a parent on campus who is authorized to be at school as opposed to an unauthorized visitor.



### Scheduling a time to volunteer

When you are volunteering at school you are demonstrating your support for education. We appreciate this very much. Please make sure to schedule your volunteering time in advance with the teacher so that she/he is prepared for your arrival and is able to best utilize you in the classroom.



### Confidentiality

Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not meant to be shared. Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. Please refer any question regarding students to the child's teacher or the principal.

### Language/Behavior

Remember, we are all - teachers, staff and volunteers - role models for the children around us. "Little eyes" are watching, listening and learning appropriate behavior from our actions. Inappropriate language or discussions are not allowed on campus or on field trips.



### Working in the classroom

We realize that you are volunteering because your child is a student. We also understand that your natural tendency will often be to focus on giving all your attention to your child. However, we ask you to explain to your child that you are in the classroom to help the entire class. Your child should expect to be treated like all other classmates and not be given special treatment or attention. Prior to volunteering, please explain to your child that you have a job to do and so does she/he. This will ensure that both you and your child have a positive experience.



### Discipline

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace, the teacher.

On field trips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

### Field trips

When attending a field trip, parents must ride on the bus with the class.

This will ensure that everyone arrives and leaves at same time and the class is not delayed waiting for a chaperone. Please also remember that you may not bring another child or sibling on any field trip.

