

**Flora Vista  
Elementary School  
Volunteer Handbook  
2019-2020**



Dear Volunteers,

***YOU MAKE A DIFFERENCE!*** We are grateful that you have chosen to volunteer, and we are proud to have you at our school. There are many reasons to volunteer. First and foremost, YOU truly make a difference. With your help, our students' opportunities for success and achievement are UNLIMITED!

### **VOLUNTEER REQUIREMENTS**

All volunteers are required to complete the volunteer training annually. The following must be completed/submitted:

- Signed volunteer Code of Conduct (at end of this document).
- Submit copy of your driver's license. (*Your legal name will be checked against the Megan's Law database.*)
- Complete Volunteer Information/Emergency Contact Form (at end of this document).

Volunteers who would like to drive on a field trip must *also* submit the following:

- Copy of car insurance
- Copy of car registration
- Copy of good driver's record (DMV or insurance)

All forms must be kept current. It is the volunteer's responsibility to update expired documents.

### **SIGNING IN AND OUT**

All volunteers are required to sign in and out in the office. You will be issued a pre-made ID badge with your name upon completion of the above listed volunteer requirements. *You may **not** sign out until you are leaving campus.* Return your badge to the cabinet in the office before you leave campus. This procedure is imperative for your own safety in the event of an emergency.

### **VOLUNTEER SCHEDULE**

Please coordinate your volunteer schedule with your child's teacher in advance so that the teacher's time is honored and he/she can plan for how your time can best support the students and the school.

### **OPPORTUNITIES TO VOLUNTEER**

**CLASSROOMS** – Classroom volunteers tutor students, teach art lessons, copy papers for teachers, read to students and listen while students read out loud, correct papers, put up bulletin boards, cut out letters and shapes for bulletin boards, file papers, supervise small groups while teacher is instructing other students, and more.

**FIELD TRIPS** – Each parent is assigned a group of students that they will monitor for the entire field trip. All of our field trip parents must have on file at the school office a completed Volunteer Information Form to Provide Transportation by Private Vehicle. It is also the parent's responsibility to keep this information up to date. Expired information will keep you from participating as a driver on a field trip!

For insurance reasons, volunteers are expected to make alternate plans for the care of younger siblings. They are not able to accompany you in your volunteer capacity.

Once your volunteer paperwork is complete, you will be issued a school identification badge. This badge will be kept in the school office. You are to wear this badge each time you are on campus. You will pick up your ID badge from the office when you come onto campus for volunteering and return it back to the office when you leave. Whenever you are on campus, you must check in and out of the office.

### **OTHER OPPORTUNITIES**

PTA EVENTS - Assist with carnivals, event nights, sales events, fundraising events, etc.

PLEASE REMEMBER THAT ENCINITAS UNION SCHOOL DISTRICT IS AN ALCOHOL, TOBACCO, AND DRUG FREE SCHOOL DISTRICT. This also applies to all FIELD TRIPS.

### **VOLUNTEER ETHICS**

These statements and recommendations help make the school's expectations of volunteers explicit in order to avoid misunderstandings or wasted talents.

### **COMMITMENT AND DEPENDABILITY**

Determine the number of hours you can volunteer. Please make a commitment to follow your schedule as if it were a paid job, as the teacher and students are depending on you. If you cannot attend, let the classroom teacher know as far in advance as possible.

### **CONFIDENTIALITY**

While in the capacity of a volunteer, you may hear or observe information about students. Do not discuss information about students with anyone other than the teacher or school administration. If other parents ask you questions that would put you in the position of breaching confidentiality, ask them to take their questions to the teacher or principal, and explain that you are not authorized to talk about other children or adults outside the school. **THIS IS EXTREMELY IMPORTANT.** Violating confidentiality may preclude you from future volunteer opportunities.

### **CHILD PROTECTION RESPONSIBILITY**

Volunteers are not considered "mandated reporters" under California law, but volunteers should be aware of child abuse reporting requirements for school employees.

School personnel must report:

- Cases of suspected infliction of physical or mental suffering on a minor
- Cases of suspected physical injuries to minors by other than accidental means
- Cases of suspected sexual molestation.

All school personnel are mandated reporters for suspected child abuse. If you become aware of suspected child maltreatment, report your observations to your supervising teacher or site administrator immediately.

## **APPROPRIATE STUDENT INTERACTION**

Please be courteous and model respect toward others. These may seem like common sense, but these are listed because someone, at some point, ... well, we just want to thank you in advance!

- Be the volunteer you remember or wish you had when you were younger!
- Help children develop independence. Please do not do for them what they could or should do for themselves.
- Demonstrate to children that they have worth and are special.
- Use positive comments whenever possible.
- Find ways to help each child belong.
- Be patient, fair, and firm.
- Model use of PLEASE and THANK YOU.
- Model the best English possible. Avoid slang.
- Protect and respect school property.
- Do not use vulgarity, abusive or profane language.
- Do not use “put down” phrases, like “that was stupid,” or “shut up.”
- Avoid physical contact with students.

## **APPROPRIATE DRESS**

Staff, students, and volunteers need to dress appropriately for working and learning at school. Dress standards help contribute to a safe and positive learning environment.

- Shirts must be worn with no midriff exposure.
- No see-through fabrics.
- Shoes need to be suitable for working with children.
- No clothing, jewelry, hats, or bandanas are allowed that display any drug, alcohol, sex, violence, or gang message or logo.
- A person arriving to school in inappropriate attire will not be able to volunteer.

## **PICTURES AND SOCIAL MEDIA**

Do not take pictures of students, unless doing so on behalf of the teacher or specifically for the yearbook. Not all students have signed picture releases. NEVER post pictures of other children on social media.

## **STUDENT CONFLICT**

During your time on campus as a volunteer, it is possible you will encounter conflicts between students. Should the conflict between students be severe or should the conflict include physical harm, refer the situation to a staff member immediately. For more minor conflicts, guide students to solutions through conflict resolution.

## **UNIVERSAL HEALTH PRECAUTIONS**

California Occupational Health Agency (Cal OSHA) requires that schools implement procedures regarding the handling of body fluids.

THE BODY FLUIDS OF ALL PERSONS SHOULD BE REGARDED AS POTENTIALLY INFECTIOUS. The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions such as nasal drainage and saliva and breast milk. In most cases as a volunteer, this usually means blood or drainage from scrapes and cuts, or respiratory secretions.

UNIVERSAL PRECAUTIONS should be used in all settings involving any possible body fluids from one person that may be touched by any other person. In the school setting, those precautions include; good hand washing, wearing of protective gloves, careful trash disposal.

#### HAND WASHING

Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygiene.

All staff/volunteers must wash their hands in the following circumstances:

- Before handling food, drinking, eating
- After using the restroom
- After contact with body fluids or items soiled with body fluids
- After touching or caring for students, especially those with nose, mouth, or other Discharge

#### GOOD HYGIENE IS THE BEST WAY TO PREVENT SPREADING GERMS

- Cover your nose and mouth with a tissue when you cough or sneeze
- Wash your hands often with soap & water, especially after you cough or sneeze
- Alcohol-based hand cleaners are also effective
- Try to avoid close contact with sick people
- If you get sick, CDC recommends you stay home from work and limit contact with others to keep from infecting them
- Avoid touching your eyes, nose or mouth – Germs spread that way

#### SERIOUS INJURY/ILLNESS/SHOCK:

- KEEP CALM. Call for assistance. Send someone to notify nurse or principal.
- Assess the situation. Is the scene safe? Will you or the student/victim incur further injury?
- Contact the teacher and/or administrator/nurse for assistance with care.
- Call 911 and firmly direct another person to contact the office
- Do not move the person until extent of injury is determined.
- Tell the student you are going to check them. Ask what happened.
- Reassure the ill/injured person. Keep bystanders away.

#### FIRST AID INVOLVING BODY FLUIDS:

- Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended. To the extent practicable, use running water, liquid soap, and disposable gauze, towels, or tissues.
- Disposable single-use gloves (in classroom first aid kits) should be used when contact with body fluids is anticipated (such as a bloody nose, diapering).

## EMERGENCY OR DRILL SITUATIONS

**MODEL** calm for our students.

**LOCKDOWN:** When you hear this announcement, go to the nearest room/space and pull the “Lockblock” to a closed position. Bring any children in your care inside. Turn off lights, close blinds, and have children seated quietly at their desks. Wait for further directions on all-call or from handheld radio (Walkie Talkie). **Lockdown is not an active shooter situation.**

**ACTIVE SHOOTER:** You will hear the call via radio or all-call system. **Find nearest staff member (all have keys & radio)** and secure children in your care in a classroom or run away from threat, off campus if necessary. **Hide if you cannot run. Silence cell phones.** Fight if need be, with fire extinguisher, chairs, or any heavy object found in classroom. Call 911.

**EARTHQUAKE:** Duck and cover under desks, cover your head and neck. Do NOT stay in a doorway. When shaking stops, evacuate to field, look for classroom teacher.

**FIRE:** Evacuate to field, scanning for safe route/hazards. Look for classroom teacher.

# FLORA VISTA ELEMENTARY SCHOOL

1690 Wandering Road Encinitas, CA 92024 (760)944-4329  
A California Distinguished School & Civic Learning Award of Excellence Recipient



## VOLUNTEER CODE OF CONDUCT

*As a volunteer, I agree to abide by the following code of volunteer conduct:*

1. Upon arrival, I will sign in at front desk and obtain a visitor sticker on every visit.
2. I will wear volunteer identification at all times.
3. I will use only adult bathroom facilities located in the front office or the media center.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students.
6. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any purpose.
7. I will maintain confidentiality both inside and outside of school and will share any concerns that I may have only with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others. This includes social media.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I will respect a student's personal space and not engage in physical contact that can be construed as inappropriate.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I will not attempt to discipline, negatively engage, or redirect a student who is misbehaving and will solicit the help of a school staff member.
14. I understand that certain areas of school are reserved for staff personal and are not to be accessed without the accompaniment of a school staff member.

**\*I agree to adhere to this Code of Conduct at all times, and that failure to do so may result in revoked volunteer status.\***

\_\_\_\_\_  
Volunteer Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Child's Teacher(s)

\_\_\_\_\_  
Date



# Flora Vista Elementary School

## Volunteer Emergency Information – 2019-2020

**Please Print Clearly**

Name:	
Address:	
Home Phone:	Cell Phone:
Email:	
Student Name:	Teacher:
Student Name:	Teacher:
Student Name:	Teacher:

In the event of an accident or injury, please contact:

Name:	Phone Number:	Relationship:
Name:	Phone Number:	Relationship:

<p>In Person Training</p> <p><i>For office use only</i></p>
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