

# La Costa Heights Elementary School



## Volunteer Handbook 2019 - 2020

Dear LCH Volunteers,

We are grateful that you have chosen to volunteer, and we are proud to have you at our school. With your help our students' opportunities for success and achievement are enhanced.

YOU MAKE A DIFFERENCE!

There are many reasons to volunteer. First and foremost, YOU truly make a difference. Before deciding where or in what capacity you would like to serve as a volunteer, think about what or how you would like to contribute to the school. It is important that you enjoy what you are doing in the volunteer capacity.

## VOLUNTEER REQUIREMENTS

All volunteers are required to complete the volunteer training annually. The following are required:

- Attend training (in person or online)
- Volunteer Emergency Information sheet
- Submit copy of your driver's license. (*Your legal name will be checked against the Megan's Law database.*)
- Volunteer Code of Conduct

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 **YOUR** 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

Your volunteer schedule is to be coordinated with your child's teacher in advance. Do not come to campus to volunteer in classrooms during non-scheduled time without prior arrangement with the teacher.

## OPPORTUNITIES TO VOLUNTEER

CLASSROOMS – Classroom volunteering includes things such as: tutor students, 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 the teacher is instructing other students.

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

For safety and insurance reasons, volunteers are expected to make alternate plans for the care of younger siblings. They are not 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: These include things such as assisting 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. Remember that you are expected to adhere to all parts of the expectations and outlined in this handbook and in the volunteer code of conduct.

### **Commitment and dependability:**

Determine the number of hours you can volunteer. Make a commitment to follow your schedule as if it were a paid job. If you cannot attend, let the classroom teacher know as far in advance as possible. Teachers *and students* depend on and look forward to your volunteering.

## **NON DISCRIMINATION & HARASSMENT POLICIES**

EUSD Board Policy 4030 protects employees, interns, and volunteers from harassment or intimidation, discrimination, and unwelcome conduct. Reports of incidents shall be made to school or district administration. Complaints shall be investigated according to procedures identified in the administrative regulation. Volunteers are expected to adhere to all parts of the board policies and administrative regulations.

## **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 another parent asks you questions that would put you in the position of breaching confidentiality, ask them to take their questions to the teacher or principal. Explain that you are not authorized to talk about other children or adults outside the school. THIS IS EXTREMELY IMPORTANT and ABSOLUTELY NON-NEGOTIABLE.

## **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 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.

## **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 children on social media.

## APPROPRIATE STUDENT INTERACTION

- Be courteous and model respect toward others.
- Protect and respect school property.
- 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.
- Be patient, fair, and firm.
- Model the use of PLEASE and THANK YOU.
- Model the best English grammar possible. Avoid slang.
- 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.
- Find ways to make each child belong and feel valued.

## APPROPRIATE DRESS

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

- Personal cleanliness and neatness are expected.
- Shirts must be worn with no midriff exposure.
- No see-through fabrics.
- Shoes must be secured to the feet and 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.
- Any person coming to volunteer in inappropriate attire will be asked to leave and return in more suitable clothing.

## 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 in solution oriented paradigms. Support students in *seeking first to understand and then to be understood*. Help students find solutions that create a *win-win* scenario.

## 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

The best way to prevent getting sick and spreading germs is to:

- Cover your nose and mouth with a tissue when you cough or sneeze
- Throw the tissue in the trash after you use it
- Wash your hands often with soap and 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 that 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 supervising teacher and/or administrator/nurse for assistance with care.
- Before calling 911 contact the site administrator, or designee.

- Do not move the person until the 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 should be used when in contact with body fluids is anticipated (such as a bloody nose, diapering). Gloves should be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, custodial closet and cafeteria.
- Any soiled clothing should be placed in a separate plastic bag, sealed, and labeled with the student's name. Send the bag home with the student.

<p><b>EMERGENCY OR DRILL SITUATIONS</b></p>
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**LOCK DOWN:**

Assist teacher and/or staff:

1. Lock Block the door(s)
2. Cover windows
3. Turn off lights, stay low and quiet
4. Silence cell phones
5. Stay away from doors and windows
6. Remain calm and in charge
7. Wait for All Clear from administrator

**EVACUATION/FIRE ALARM:**

1. If you are outside the classroom, scan the area for potential hazards and select a safe route for evacuation. Immediately report to the command center (lunch tables) to check in.
2. If you are in a classroom, assist teacher with fire drill protocol and once students have evacuated the classroom with their teacher, report to the command center (lunch tables) to check in.

**EARTHQUAKE:**

**DROP** - where you are, onto your hands and knees.

- This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

**COVER** - your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl next to an interior wall (away from windows).
- If no shelter is nearby, crawl next to an interior wall (away from windows).
- Stay on your knees; bend over to protect vital organs.

**HOLD ON** - until the shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

If you are **outdoors** during an earthquake drill (or earthquake emergency):

- Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.
- Then Drop, Cover, and Hold On. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

**Final note**

***Remember, all children are in need of kindness, compassion, and support. It takes all members of our community working together to ensure our students are supported to the fullest. Treat all students as if they were your own. Believe in them and empower them!***