

DISCIPLINE/SUPERVISION

As a school volunteer you may notice students disobeying school/classrooms rules. Schools must educate students with diverse needs; therefore, your responsibility is to call such matters to the attention of the teacher or staff. Never take corrective action yourself. Remember, volunteers perform under the direction/supervision of school personnel.

REPORTING CHILD ABUSE

School volunteers are not considered mandatory reporters of suspected child neglect and abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this information immediately and privately to the school principal.

ED CODE & SECURITY

A person who is required to register as a sex offender pursuant to Penal Code 290 **shall not** serve as an instructional or non instructional volunteer under the direct supervision of a certificated employee. (Education Code 35021)

A person who is convicted of a felony or misdemeanor for a crime related to violence, theft or drugs may not volunteer **except through appeal** by the Principal to the Assistant Superintendent of Human Resources.

Please refer specific questions
to your individual school site.

Davis Joint Unified School District Board of Education Members

Jim Provenza, President

Sheila Allen, Vice President

Gina Daleiden

Keltie Jones

Tim Taylor

James Quezon Hammond,
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DAVIS JOINT UNIFIED SCHOOL DISTRICT'S VOLUNTEER GUIDELINES

Giving Back to the Community



VOLUNTEER GUIDELINES

Welcome!

Volunteers play an important and valuable role in the Davis Joint Unified School District. Students, teachers, staff, families and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you, too, will be rewarded.

This brochure is directed to volunteers who devote a portion of their time to one of the most important systems in any community, public schools. To help you get the most out of your experience we want to make sure you are informed.

Volunteers help in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports and special projects. On behalf of the teachers, staff and students, ***“Thank you, We could not create success without your help.”***

COMMITMENT

Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher or staff member know when your schedule changes. If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will

contact you if volunteer time is changed or cancelled for any unforeseen reason.

YOU ARE PART OF A TEAM

As a school volunteer you are a role model for students. Behave toward students and staff in a respectful manner that sets an example of professionalism and good citizenship.

SIGN IN PROCEDURES

Volunteers are required to sign in at the office. Signing in each time you volunteer allows school personnel to locate you immediately in case of emergency. Each school has a badge/button for volunteers to wear while at school.

COMMUNICATE

It is crucial that the lines of communication stay open and clear. If you are unsure about what is expected of you or how to use certain office equipment, please ask a staff member for direction or assistance.

CONFIDENTIALITY

What you hear/observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team or a family.

WHAT TO WEAR

Wearing appropriate, practical and comfortable clothing when you volunteer is one more way

you can be a role model. Please check the school's dress code and if you have a question, talk with the principal.

WHO IS DOING THE TEACHING?

If you are volunteering in a classroom, make sure you are clear and comfortable with your responsibilities and duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach. If you would enjoy other volunteer opportunities other than those that have been assigned please speak with the teacher at an appropriate time.

LANGUAGE

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say.

OUR COMMITMENT TO YOU

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

EFFICIENCY

We respect your time, interest and talents and will make every effort to utilize them efficiently. Let school personnel or the volunteer coordinator know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.