

Volunteer Handbook

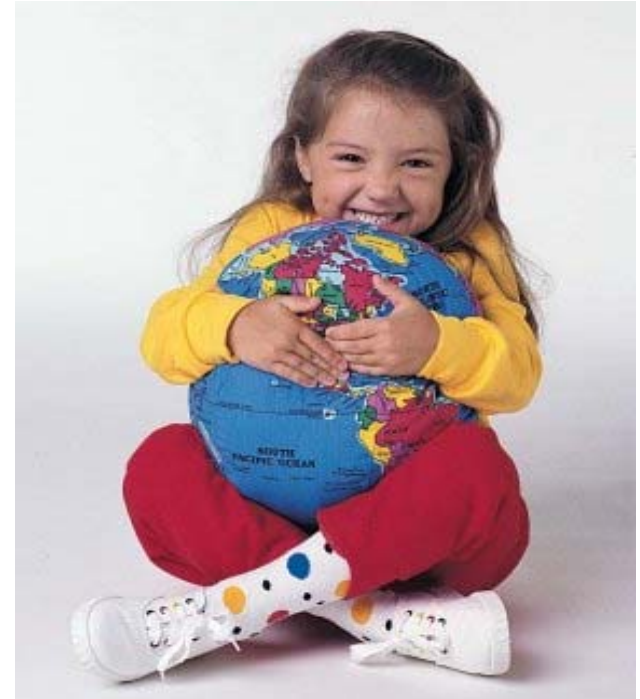
*South Bay Union School District
601 Elm Avenue
Imperial Beach, CA 91932
(619) 628-1600*

Board of Trustees:

*Elvia Aguilar
Althea F. Jones
Chris Brown
Nick Inzunza
David Lopez*

District Superintendent:

Carol A. Parish Ed.D



*“The world is hugged by the
faithful arms of volunteers.”*

Our Schools

Bayside School

490 Emory Street
Imperial Beach, CA 91932
(619) 628-2500

Berry School

2001 Rimbey Avenue
San Diego, CA 92154
(619) 628-3500

Central School

1290 bony Avenue
Imperial Beach, CA 91932
(619) 628-5000

Emory School

1915 Coronado Avenue
San Diego, CA 91932
(619) 628-5600

Imperial Beach School

650 Imp. Bch. Blvd
Imperial beach, CA 91932
(619) 628-5600

Mendoza School

2050 Coronado Avenue
San Diego, CA 92154
(619) 424-0100

Nestor School

1455 Hollister Street
San Diego, CA 92154
(619) 628-0900

Nicoloff School

1777 Howard Avenue
San Ysidro, CA 92173
(619) 428-7000

Oneonta School

1311 Tenth Street
Imperial Beach, CA 91932
(619) 682-8600

Pence School

877 Via Tonga Court
San Diego, CA 92154
(619) 662-8100

Sunnyslope School

2500 Elm Avenue
San Diego, CA 92154
(619) 628-8800

West View

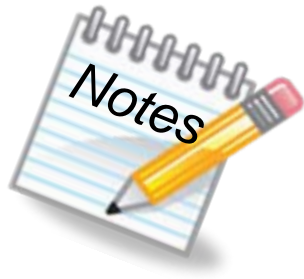
525 Third Street
Imp. Bch., CA 91932
(619) 628-8900

VIP Village

1001 Fern Avenue
Imp. Bch., CA 91932
(619) 628-8690

VIP West

601 Elm Avenue
Imperial Beach, CA 91932
(619) 628-8690



***All Students, All of Us –
Achieving Success Together!***

Our Mission:

*We are a purposeful community
committed to the academic and social
success of ALL students.*

Our Core Values:

Aim for Excellence

Increase Interdependence

Model Respect & Dignity

Superintendent's Message... .. Page 2

Volunteer Program Policies Page 3

The TeamPage 4

Volunteer Responsibilities. Page 5

Working with Students Page 6

Volunteer Code of Conduct Page 7

25 Ways to Praise Kids Page 9



Volunteers Can Make a Difference!

25 Ways to Praise Kids

That's Incredible!

You're Unique!

Great!

Outstanding Performance!

Marvelous!

I Can't Get Over It!

Wonderful!

Amazing Effort!

Unbelievable Work!

You Should Be Proud!

Phenomenal!

You've Got It!

Superb!

Fabulous!

You're Special!

Cool!

Excellent!

Way to Go!

You've Outdone yourself!

Thumbs Up!

Bravo!

Your Help Counts!

You Came Through!

Terrific!

You Made it Happen!

WOW!

Super!

Terrific!

Excellent!

Dear Volunteer:

I believe that together we can accomplish anything. In South Bay Union School District we have set out on an unprecedented task focused on dramatically increasing student achievement in all of our schools. We are committed to excellence in our work and in our students' achievement. We will be assessing every student on our Reading & Language Arts and Math standards every six weeks and tracking which students have achieved their learning goals and which students may need extra support. We are working in professional learning teams focused on planning for high levels of student engagement, collaborative teamwork and joint responsibility for all students' success. We deeply believe in the potential of every student and are committed to the hard work of assuring that every one of our students moves to middle school as an academically proficient, socially capable, life-long learner prepared to contribute to society.

Thank you for volunteering to help us achieve these goals.

Professionally yours,

Carol Parish

cparish@sbusd.k12.ca.us

South Bay Union School District Volunteer Policy

(Board Policy 1240)

The governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students.

Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the school's relationships with the community.

The Board also encourages community members to serve as mentors providing support and motivation to students. The Board encourages principals to develop a means for recognizing the contribution of school volunteers.

All volunteers shall be tested for tuberculosis before the volunteer service begins (*Health and Safety Code 121545*). Staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (*Code of Regulations, Title 5, Section 18168*)

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

9. I will not disclose, use, or disseminate student photographs, or personal information about students, self, or others.
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 agree only to do what is the best personal and educational interest of every child with whom I come into contact.
12. I agree to report to appropriate school/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
13. I agree to abide by the district's safety and health rules and procedures.
14. 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 fine and imprisonment. I declare under penalty of perjury that I am not required pursuant 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.



Volunteer Code of Conduct

1. Immediately, upon arrival, I will sign in at the office or the designated sign-in station.
2. I will dress in a professional manner.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school activities.
5. I will not solicit outside contact with students.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree not to transport students without written permission of parents or guardians or without the expressed permission of the school or district.

Volunteers donate time to help students, teachers and staff. They work under the direction of the principal, staff members and the school's volunteer coordinator.

By inviting parents and community members to volunteer as a team we can:

- Relieve teachers of many **non-teaching** duties and tasks
- Assist teachers in providing more individual help and instruction to students
- Strengthen relationships and understanding between schools and the community

Community Volunteer Coordinators work to support school and student needs with volunteer help. They recruit, interview, place volunteers and offer or arrange for training.

Parent Groups operate independently from, but within the context of the school. Parent groups work with the principal, teacher, staff and Community Volunteer Coordinators to organize, support and fund raise for extracurricular and enrichment activities for students and their families.

School Principals have the final authority over what happens in their school, including the volunteer program and parent group activities. Principals are responsible for setting guidelines for volunteers working in the school, developing a positive working relationship with volunteers, and encouraging staff members to utilize volunteer help.



Volunteer responsibilities:

- ❖ You must submit proof that you are free from tuberculosis **prior** to volunteering in a classroom. (The office will provide you with a list of dates when TB test is available free of cost to you.)

- ❖ **Sign in and Out:**

You must sign in and out at the school's office or other designated area each time you volunteer

- ❖ **Confidentiality:**

Volunteers must protect the teachers' and Students' right to privacy. You may not disclose any information or personal matters with anyone. If you have concerns about a situation, speak to the teacher, staff member or principal.

- ❖ **Professionalism:**

Although the job is voluntary, the commitment is professional.

If a teacher or staff member is expecting you to arrive on a certain date and time, please let them know if you will not be able to make it.

Dress in a manner that is professional.

Cut offs and sandals are inappropriate in most class settings.



REMEMBER TO SMILE
AND HAVE FUN!

Working with students

Children learn by:

- Doing, not observing
- Asking questions and searching for answers
- Discovering, experimenting and repeating experiences which build confidence
- Using all of the senses whenever possible

Volunteers can help by:

- Listening carefully to the students
- Accepting students as individual
- Being patient
- Referring disciplinary problems to the teacher or an administrator when necessary

A relaxed and friendly attitude creates the best atmosphere for learning!

Did You Know?

Research in the areas of parent involvement indicates that parent participation is one of the greatest indicators of student success.