

Volunteer Training

Is it Safe? Does it Support Learning? Is it Legal?

College Park School



Campus Visits

- All volunteers must go through the office and sign in UNLESS you are only leaving for a field trip.
- Wear your badge at all times and ask others for their badge or alert office staff. We check everyone.
- Be a good example and watch your own students/children. Walking, tables, quiet.
- See a gate open during the school day? Please glance around and then close it firmly!
- Wanting to chat? Please move to the lunch court, never in the hallways! The kids hear everything!
- Volunteers MUST be fingerprinted.
- Balance your time with all students and "avoid" your own student.

Confidentiality

- Everything in the classroom, on the playground or at any school event is confidential. Academics, behavior, interactions, progress, assistance needed, everything.
- Do not talk to parents about their child, even with the best of intentions.
- Discipline is always the private, professional domain of the teacher.
- Do not post photos or names of students on any website, even password protected sites!!

Siblings and Friends

- Siblings/pets/friends cannot be on school grounds, or attend classes/ daytime activities, sorry.
- Students may NEVER enter the art supply room or the PTA kitchen...knives and paper cutters.
- Children cannot be sent to "play on the playground" alone. Coordinate with a friend and be sure an adult is with children at all times

Curriculum and Plans

- Instruction begins at 8:13 and goes until 2:45. Please do not chat with the teacher during class.
- Teachers teach according to the CA standards and the time requirements determined by state law.
- 10 minutes per day means *a week plus a day* of instruction in the year.
- Teachers cannot modify the state curriculum and do "dinosaurs" no matter how wonderful the lesson.

Logistics

- Please come prepared. Avoid asking the office staff for last minute copies, materials, tools, etc.
- Please use the teacher workroom in Wing 3 ONLY during class time, not before/after school or during lunch or recess. Teachers need to have priority since their time is so limited.
- The Wing 3 workroom, art supply room, or PTA kitchen in the gym has shared supplies like wipes, tissue, pencils, paper, staplers, tape, pencils, etc. Be sure you return these items for the next user!
- Adults may NEVER enter a student restroom. Please use the ones in the gym or by the office.

Copies

- Please make copies in the Wing 3 workroom.
- Get the teacher's number or use the PTA number.23-9094.

- Please do half sheets and or back to back copies. Save paper! Save toner! Save money!

Room Usage

- All activities must happen in the classroom or at the tables outside most rooms.
- All classrooms must be kept clean and trash free.
- ALL FOOD should be served outside unless it is pouring rain.
- All food trash must go to an outside trash can.
- Please do not leave anything behind “for the next group.” We are overwhelmed with bits and pieces. The only exception is clean dry newspaper in the Room 24 “store room.”
- To use a room other than the regular classroom, fill out a room usage form and give it to Tish. Include set up and clean up in your estimates.

Communication

- All flyers go into the Monday packets on Thursday afternoons, no exceptions.
- Items needing translation need 10 days advance notice. Please email English copy to Steven.
- Email reaches about 60%. Remainders need a phone call. Solicit Spanish speaking parents.

Parties, Treats and Gifts

- Winter holiday, Chinese New Year’s, Valentine's and End of Year are the only pure parties.
- Other events are linked to curriculum especially Mandarin. Chinese food?
- Parties are limited to 30 minutes and at the time determined by the teacher, usually end of the day.
- Food should be healthy, portioned, and easy for any child.
- ALL FOOD should be served outside unless it is pouring rain.
- All food trash must go to an outside trash can.
- No birthday "parties" at school. No invitations please. 1 Cupcake or 1 cookie or popcorn bag is great. Parents are encouraged to send goodies in the am so the teacher can determine the best time.

Funding/Asking for Donations

- Only teachers or the office collects funds. All funds go to the teacher who routes them to Tish for purchase or payment. No teacher or parent collects or holds classroom funds.
- Students pay for trips and events. Classrooms do not have separate "bank accounts." Tiny overpayments are held for next year. Less than\$50/year. PTA covers small losses.
- Please do not purchase things, assuming you can be reimbursed. Seek PTA/teacher guidance.
- Please do not exceed the amount teachers set. Amounts are determined as a grade level team.
- Stay in budget. Don't overwhelm others.
- Balance donation requests with cash and "things" so parents have options.

Staff Gifts

- We are state employees and bound by public official laws re gifts.
- Teachers love gift cards for almost anything but especially Target, bookstores, grocery stores and teacher stores.

Records Volunteer Hours to Support PTA Lobbying Efforts: Local, State, National

- Record time on individual timesheets.
- Put full sheets into binder on office counter and get a new one.