

CAPRI

Elementary School



Volunteer Handbook

2022 - 2023

Dear CAPRI 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)
- Submit a 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 check in and out in the office. You will be issued a badge from Raptor. Please let Claudia know when you are leaving. . 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.

OTHER OPPORTUNITIES:

PTA Events: These include things such as assisting with carnivals, event nights, Jog-a thon, 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 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.

- 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.

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.

EMERGENCY OR DRILL SITUATIONS

YOUR JOB IS TO HELP STUDENTS GET QUIET AND FOLLOW THE LEAD OF THE TEACHER.

For your information these are the procedures of the situations you may encounter.

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. Remain calm and in charge
6. 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 the 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.

ACTIVE SHOOTER:

- Stay calm and follow the lead of the teacher.
- If you are in a situation where you enter a room and you are the only adult, make sure to follow the LOCK DOWN procedures, pull the black lock box on each door, put students out of the path of an active shooter (Tucked inside the front door area), and use your best judgment. You will need to remain calm and in charge.

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!

THANK YOU