

Volunteering at Vallecitos Elementary School

Teamwork

The volunteer is an important member of the school team. While working under the supervision of a school staff member, the volunteer can make significant contributions to the school. As with other school personnel, the volunteer must meet certain qualifications and accept certain responsibilities. Please remember that while you work directly with students, volunteers need to follow the same school-wide rules and procedures as all staff members as well as follow the school dress code guidelines.

Volunteer Responsibilities

- Always sign in and out at the front office.
- Attend Volunteer Orientation.
- Be dependable and arrive on time.
- If you are unable to volunteer, PLEASE CALL THE SCHOOL so that your teacher can be notified. The phone number is 760-728-7092. You will be missed.
- Please address any classroom or school concerns with the classroom teacher or principal.
- Please follow all school-wide rules and procedures, and thank you in advance for working cooperatively with the staff.

Maintaining Confidentiality

When working with students, you may learn personal information that should only be shared with staff members. Please do not discuss confidential information about students and families outside of school. Gossip about students, their homes, or the school could cause harm to the family and the school environment. Thank you for respecting our students.

Emergency Procedures

Fire Drill – An “on and off” bell will sound. Staff members take the children quietly outdoors with their class. Children will stay in line quietly until the all-clear signal is given. If you are not in the classroom with the student, please take your student(s) directly to the field, where they will meet their classroom teacher.

Earthquake Drill – Students and staff “duck and cover” under a table or desk until the teacher or staff member gives the direction to evacuate the building. If you are not in the classroom with the student, please take your student(s) to the field, where they will meet their classroom teacher.

Tuberculosis Screening – All volunteers in public schools need to have an intradermal PPD skin test. The skin tests are available through the San Diego County Department of Health.

Copier Etiquette

Please allow Vallecitos staff members to use the copy machines during the following times. Thank you!

7:30 AM – 8:15 AM

10:00 AM – 10:30 AM

11:30 AM – 12:15 PM

12:30 PM – 1:05 PM

Teacher Communication

Please contact your teacher by telephone or via e-mail to discuss your volunteer time. Before and after school are not appropriate times, unless arranged by the teacher.

Other Important Requirements

- Cell Phones – please silence your phone while at school.
- Parents may not request class lists from the teacher or front office. Use PTO class directory only.
- E-mail all event flyers to David Jones 1 week in advance of distribution.
- Non-Vallecitos children are not permitted in the classroom or lounge.

Volunteer Checklist

- Your TB test must be current and on file with the school.
- A copy of your driver's license must be on file with the school.
- For volunteers conducting a club or activity on a regular basis, you must be fingerprinted and the results of your fingerprint test must be on file with the school.
- Please complete and return your School Volunteer Registration Form.