

# Volunteer Guidelines



## Thank you!

Thank you for offering your time to help Don Callejon School. The work you are doing is contributing a great deal to our school and students.

## Guidelines and Regulations

While volunteering on the Don Callejon School campus and on field trips with students, we ask you to abide by a few regulations:

- **TB Testing.** Take a tuberculosis (TB) skin test and have a negative result, showing no sign of tuberculosis. You may obtain this test from your health care provider, or testing may be coordinated by the Santa Clara Unified School District at the beginning of each school year. New volunteers for the 2006-2007 school year must submit test results by September 31.
- **Confidentiality.** You may be asked to work with registration documents or other materials containing personal information, such as names, addresses, email addresses, phone numbers, medical immunizations, and other details. You must not discuss any school matters or information concerning students and families with anyone but designated school staff.
- **Sign-in, Sign-out, and Identification.** Whenever visiting the school campus, you must first check-in at the school office and receive a volunteer name badge. Please wear the identification badge provided while participating in volunteer activities. As you leave, please sign-out in the office and return your name badge, which will be stored for your next visit.
- **Childcare and Siblings.** While volunteering at the school, care will not be provided for your children who are not participating in school classes or activities. Please do not bring younger siblings or other children with you when you are assisting with school activities.
- **Dependability.** School staff members and students are counting on you to be present at the times for which you have volunteered. Please notify the volunteer coordinator and/or appropriate school staff with advance notice if you are unable to meet a commitment.
- **Communication.** Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity. Work under the direction of school staff, recognizing that supervising, grading, and disciplining students are staff responsibilities. Please respect the authority of the school staff. While on campus, please use formal names ("Mr.," "Ms.," etc.) to refer to all adults, helping to set an example for the students.
- **Use of Facilities.** Please remain in the area in which your volunteer activities are centered. You may not spend time in the faculty lounge, staff workroom, or office areas, unless required by your volunteer assignment, because confidential student matters are often discussed in these rooms. If you need to use office space at the school during your assignment, you may be able to use the DCSCO/Volunteer Office if this room is not reserved for other purposes.

I agree to abide by these guidelines, and the other policies and procedures of Don Callejon School and the Santa Clara Unified School District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_