



Volunteer Manual

As a community school, our mission is to bring together and align essential resources to support students and their families in a safe and culturally relevant environment.

Thank you for your willingness to share your time, enthusiasm, and skills with our students. Even as a volunteer, your commitment needs to be professional. While you are on campus you are a role model for students. Please see the attached list of things you should and should not do while volunteering.

If you have any questions, please feel free to contact me. Thank you for participating directly in our fine school. You make the difference!

Best Regards,

Jahmeer Reynolds

Community School Director

JREYNOLDS@SMCSD.ORG

Sausalito Marin City School District Volunteer Guidelines

VOLUNTEERS SHOULD NEVER...

Administer discipline. Behavior problems should be addressed by teachers and administrators only.

Initiate physical contact with students.

Never put your hands on a student, especially when you are angry.

Contact students outside of the school setting.

See the principal with any concerns relating to staff members.

SMCSD VOLUNTEER EXPECTATIONS

ATTENDANCE/ABSENCE

If you are unable to volunteer at your assigned time, please call or email to the staff member you are scheduled to work with and let them know. The more advance notice the better.

BATHROOMS

Volunteers should not use student bathrooms. Please use the “adults only” bathrooms near the staff room or use the bathroom in the office area.

CELL PHONE ETIQUETTE AND RESTRICTIONS

Please put your cell phone on vibrate mode when working on campus. Please avoid texting or talking on your phone when you are volunteering. Do not use your cell phone while driving in our parking lot. Do not use your cell phone while driving students on a field trip except when there is a field trip related emergency or if you need to contact the teacher. Exchange cell phone numbers with the teacher on the day of the field trip just in case there is an emergency.

CONFIDENTIALITY

All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Information regarding students, staff, and other volunteers is not to be discussed with anyone who is not entitled to such information.

FIELD TRIPS

There are number of strict guidelines for field trips. If you are driving ,you must have current copies of your insurance and driver’s license on file in the office prior to the field trip. Exchange cell phone numbers with the teacher for emergency use only. Don’t use your cell phone while driving. If on the day of the trip, you are unable to fulfill your volunteer responsibilities, notify the teacher ASAP. Do not arrange for a parent substitute on your own. Do not make any unscheduled stops when chaperoning students on a trip. This includes extra stops for treats or snacks or unplanned visits to nearby stores or gift shops. Remember that you are the adult in charge to supervise when assigned to monitor a group of

children on a field trip. Parents may not bring younger siblings on field trips because of liability issues, and possible distractions when monitoring their assigned group. Carefully follow all instructions given to you by your child's teacher and enjoy the day!

FINGER PRINTING

All volunteers must be fingerprinted or have a current record of fingerprinting on file with the district office.

TB TEST

All volunteers must have a current TB test on file with the district office

POSITIVE ENVIRONMENT/VISITORS ON CAMPUS

We believe that all people, adults and children, deserve love and respect. We create a positive atmosphere in our programs by encouraging and supporting our students and one another. We do not accept verbal abuse of any kind.

SERIOUS BEHAVIOR CONCERNS

Serious concerns about student behavior during volunteer time should be referred to the teacher or another staff member immediately. Do not reprimand or try to discipline students. There is always a staff member nearby.

SIGN IN/OUT TIME SHEETS/ VISITORS ON CAMPUS

Anyone entering the building must sign in and out and also wear a volunteer badge at all times. Please document all volunteer hours by recording your hours in the book in the office at the front desk. It is very important to us to know who is on campus at all times. Volunteer badges help alert us to any strangers who might be on campus. All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility. Visitors may not loiter on campus or the playground.

SUSPECTED CHILD ABUSE

Child abuse shall be defined as any mistreatment or neglect of a child by an adult resulting in serious injury or harm to the child. Any volunteer who suspects child abuse should notify the child's teacher. If the teacher is not available, contact the principal at (415)686-6000 or go directly to the office to see Mr.Finanne. It shall be their responsibility to determine whether child abuse is suspected as per the State Code and whether a report will be made.

VISITING WITH OTHER VOLUNTEERS

Please refrain from visiting with other volunteers when in your child's classroom. Parents gathering to chat outside a classroom can also be disruptive.

YOUNGER SIBLINGS

Check with your child's teacher before bringing a younger sibling to class. We are committed to a quiet learning environment. Sibling participation in class during your volunteer hours will be

left to individual teachers' discretion. However, your younger sibling must always be within your sight and must be your immediate concern. Note: Siblings may not accompany parents on field trips.

BEHAVIORAL TECHNIQUES

Recall that all discipline is to be conducted by teachers and administration, not volunteers or visitors. If you feel that a student may need discipline, make a referral to the teacher in charge. Here are some ideas to assist you in encouraging the best behavior from our students.

1. POSITIVE REINFORCEMENT

Find someone using good behavior and be really interested in what they are doing.

Praise the child for doing the appropriate thing.

For example, "I like the way you started working right away."

2. DISTRACTION/REDIRECTION/REFOCUS THE DISCUSSION

3. ACTIVE LISTENING

Sometimes it is enough for a child to hear that you understand and accept and understand their feelings.

4. CONSISTENCY

Be specific and follow through.

5. CHOICES

Choice does not mean allowing a child to not follow a directive.

Give the child some control over the situation.

Offer only choices you intend to honor.

For example, "Would you like to read to me in the hall or the media center?"

6. BEHAVIOR SPECIFIC DIRECTIVES

Let the child know exactly what it is that you expect for behavior.

For example: "I expect you to..."

Rather than using broad directive such as, "Be good," be more specific.

For example, "Turn around in your chair, and work on your math problems."

Tell the child what you want them to do vs. what you want them to stop doing.

Rather than telling the child to stop screaming, tell the child to please use an inside voice.

7. SETTING LIMITS/EXPECTATIONS

Limits are necessary and help kids feel safe, if enforced correctly.

Keep them simple and positive.

8. UNCONDITIONAL POSITIVE REGARD

Treat all children with respect. Children do not have to earn this by behaving in a certain way.

This is our right as human beings.

9. NATURAL/LOGICAL CONSEQUENCES

Natural consequences happen without adult intervention.

“If you don't come to snack now, all the apples will be gone and you won't get any.”

Logical consequences do require adult intervention.

“If you waste your reading time, it will run into your recess time, and you'll have less time to play.”

10. HUMOR

A great way to defuse a tense situation, so that it can be dealt with more effectively, is to use humor. Never underestimate the power of a little bit of levity. Sarcasm is, however, not an appropriate form of humor with students. Sarcasm is usually misunderstood by children and frequently leads to bigger problems for everyone.

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PEOPLE YOU WILL WANT TO KNOW:

Community School Director: Jahmeer Reynolds

Nevada Campus Co-Principal: David Finnane

Nevada Campus Administrative Assistant: Aleshia Adams-Page

Phillips Campus Co-Principal: Eveta Jackson

Phillips Campus Administrative Assistant: Julius Holtzclaw

SCHOOL PROCEDURES YOU NEED TO KNOW:

Parking: please use the available parking spaces in front of the school or in the surrounding area.