



## **VOLUNTEER GUIDELINES 2009-2010 School Year**

At Desert View Academy, we encourage and welcome volunteers into our classrooms and onto our campus. This is a great way to get to know our staff and to assist us in making this school the best place to meet your child's educational needs. If you wish to volunteer your time, please take notice of the following guidelines.

### **Confidentiality**

As you work with students and staff, please note: the concerns, abilities, relationships and confidence of students, parents and staff should never be discussed with anyone who does not have a professional (DVA staff members) right to know. The teachers and students need to know they can trust you. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility. Occasionally, a child may confide in you about family matters or personal problems. Laws require mandatory reporting of suspected child abuse or neglect. If a student provides you with information which causes you to believe the child may be in danger, abused or neglected, please report this to the principal or teacher so we may assist you in reporting to the proper authorities. This information should remain confidential between you, the school officials and authorities. It should only be discussed in private with the teacher and/or the principal. If you have a concern with a staff member at DVA, please discuss your concern with the principal or the person with whom you are concerned rather than other parents or teachers.

### **School Rules**

Become familiar with the rules and policies of this school as well as the teacher's classroom procedures, guidelines and rules. Please do not bring other children with you. **Please follow the dress code for staff members on days you plan to volunteer. See reverse side.** If you have questions, please call.

### **Please Avoid**

The staff at the school is responsible for everything that goes on at this school. Volunteers supplement and support the system. **They should not:**

- Provide curriculum or a teaching plan
- Discipline students
- Have access to materials in students' permanent records or students' progress assessments
- Evaluate achievement (grade papers)
- Counsel students
- Supervise students alone – A DVA teacher or Instructional Assistant must be present at all times if you are with students with the exception of field trip groups **if** you have a fingerprint clearance card on file.

### **Sign In**

Each volunteer must sign in and obtain a volunteer's pass at the front office, and sign out upon leaving. This is for security reasons and for record keeping purposes.

(Please retain this page to refer to as a guide for your convenience.)

These guidelines will be strictly monitored and enforced.

## **Desert View Academy Staff Dress Code**

Staff members are encouraged to project a professional image by dressing appropriately and professionally. Typically shorts, sweatpants and jeans are not considered professional attire. Denim jeans or shorts of any kind or color may not be worn.

However, jeans will be permitted on payday Fridays, (with the exception of the award assemblies) and when activities warrant, shorts may be appropriate, (i.e. field day, and some field trips). Denim dresses and skirts do not fall in to the jeans category; but should be no shorter than 2 inches above the knee cap and should not be exceptionally tight. Mini skirts are not acceptable.

Shirts/Blouses that expose midriffs or cleavage while sitting or standing upright, as well as spaghetti straps (unless worn with an over blouse), are not appropriate, nor is extremely tight fitting clothing or t-shirts and screen shirts.

Rubber flips flops or any type of rubber shoes will not be permitted except on swim day. Dress sandals, leather flip flops and open toe shoes are acceptable.

## Volunteer Interest Form 2009-2010 School Year

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

I have read and understand the need for confidentiality in the classroom. I also understand the guidelines as stated, and I understand that I must schedule specific days and times with my child's teacher or with the office staff if I choose to volunteer.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

Days I am available to work: (Circle all that apply.) M T W TH F

Time I am available: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Areas in which I would like to assist: Please check all that apply.

**Teacher's Name:** \_\_\_\_\_

Homeroom Parent \_\_\_\_\_ Book Fair \_\_\_\_\_ Science Fair \_\_\_\_\_

Teacher Appreciation Week \_\_\_\_\_ Picture Days \_\_\_\_\_ PTL Fundraisers \_\_\_\_\_

Fall Carnival \_\_\_\_\_ Box Top Collections \_\_\_\_\_ Pennies for Patients \_\_\_\_\_

Field Trips \_\_\_\_\_ Recycling \_\_\_\_\_

Classroom Assistance as indicated below:

- Guest Speaker \_\_\_\_\_
- Crafts & Projects \_\_\_\_\_
- Read to Students \_\_\_\_\_
- Listen to Students Read \_\_\_\_\_