

MITCHELL COMMUNITY SCHOOL VOLUNTEER HANDBOOK 2024-2025



Learners Today...Leaders Tomorrow

VISION STATEMENT

Empowering all students through a relevant and personalized education, supporting them as critical thinkers, and providing them the tools, supports, and learning environments needed to be creative innovators.

MISSION STATEMENT

The District is proud to offer rigorous and engaging curriculum for students in TK-6th grade.

Both in-class and online instructional programs will offer research and standards-based curriculum to ensure a robust continuity of learning, tiered instruction, differentiation, and interest-based learning platforms to meet the needs of our diverse learners.

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The Board of Trustees recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

Volunteer Role

Volunteers are under the direct supervision of the teacher. The teacher shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program. Your role may include copying, cutting, pasting, or working with a group of students on a project, etc.

Arranging a Time to Volunteer

If you would like to volunteer, you must contact your child's teacher at least 48 hours in advance. The teacher will let you know if he or she can use your assistance. If the teacher accepts your offer to help, he or she will notify the office with the day that you will be volunteering. The office keeps track of the day you have been scheduled to volunteer.

For security reasons, adults are not allowed on campus unless the teacher has approved you to volunteer. Please confirm with the teacher via email that you are listed on the Volunteer Schedule. At this time, only one volunteer at a time, per class is permitted.

Sign In & Sign Out

All volunteers must sign-in in the office. Please be prepared to show a valid picture I.D. to the office staff. Once confirmed that you were scheduled to volunteer, you will drop your I.D. into the Raptor to receive a dated visitor sticker with your name and picture on it. **Your visitor sticker must be visible at all times.** The visitor sticker is a way for classified, certificated, and students to know that you are allowed to be on campus during school hours. When you are done volunteering you must sign-out and return your visitor sticker.

COVID Protocols

Volunteers are asked to also maintain all current COVID safety protocols being implemented at Mitchell.

Dependability

If you are unable to volunteer on your scheduled day, please notify the teacher.

Cell Phones

Please turn off cell phones or place it on silent mode so it does not disrupt the instructional process.

Professionalism

Although the job is voluntary, the commitment is professional. Besides maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

Respectful Behavior

Volunteers are expected to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, and all ethnic/racial and religious groups. Volunteers shall not make any comments that can be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations.

Volunteers shall avoid promoting any commercial products, religious doctrines or beliefs, as well as any political candidates (this includes political buttons) or parties.

Confidentiality

Volunteers must protect the teachers' and students' right to privacy. Once a volunteer begins to work in a school setting, s/he becomes privy to knowledge about children's behavior patterns, academic ability, emotional maturity, relationships with others, etc.

In addition, volunteers are in a position to learn more about staff members than would normally be learned from their public image. Regardless of how a volunteer comes by this type of information and/or develops personal opinions, it is considered privileged and must be kept personal and private.

Volunteer Expectations:

1. You will not share personal information about the student or student's family with other people.
2. You will not share specific information with a parent about their child based on your classroom experience, whether positive or negative.
3. You will not share knowledge and/or opinions about the professional competency of individual teachers and staff in the community or with anyone who has no legitimate need to know.
4. You will not make comments harmful to the reputation of any pupil, professional or other volunteer.

If problems develop, the line of communication regarding a situation in the school is always first with the staff member concerned and then, if necessary, with the principal.

Schedule Teacher Conference Time

Important conversations deserve preparation and dedicated time. If you need to speak with a teacher about your child, schedule a mutually agreeable time outside of class-time.

Restrooms

You must use the restroom located in the office. ***Under no circumstance are you to use a student restroom.***

Discipline

The teacher is in charge of discipline in the class. As a volunteer, it is helpful to be specific about rules and expectations with students. Keep limits and boundaries in place. Consistently and calmly work with students taking a neutral stance, restating rules and expectations and offering reasonable choices.

Parking

You are welcome to park in any unmarked spot.

Preschoolers/Siblings

Preschoolers or siblings are not permitted on campus while you are volunteering.

Coats/Purses

Please don't bring anything of value to school. We do not assume responsibility for any personal items.

Smoking

There is no smoking (including e-cigarettes or vape products) on school property.

Workroom

The workroom contains the copy machine, die cutter, and paper supplies. If you need help finding something, please ask someone in the front office. **All parents/guardians at Mitchell will need to be trained on how to use our machines.**

Sometimes there can be a high demand for the copy machine. During recess and lunch, teachers and paraprofessionals have priority to use the copy machines. If you are using the machine and a teacher needs it, please make it available to her/him.

Be sure to clean up the workroom after you use it.

Faculty Lounge/Meeting Rooms

The faculty lounge is for employee use only.

Classrooms

Volunteers are not to be in the classroom without the teacher present. If the teacher needs to leave the classroom, please come to the office until the teacher returns. This does include recess and lunch.

Emergency Procedures

If there is a fire, earthquake, "Lock Down" drill or emergency exercise of any kind, please follow your class and do as the teacher instructs the students.

Fire:

1. Close classroom doors, outside doors, and any fire doors that may be open.
2. Students walk silently in an orderly single line.
3. Exit following directions posted in the classroom.
4. Once outside, students join their homeroom teacher who checks attendance.
5. Stay in designated spot in silence until signaled to return to building.

Earthquake:

1. Drop, cover head immediately.
2. Crawl under desk or nearest table.
3. Listen for further instructions.
4. Evacuate room when all clear

Lock Down:

1. An announcement will be made on the speaker.
2. Close and lock all doors.
3. Close shades
4. Remain in the classroom until otherwise notified.
5. Do not let any student leave the room or open the door.
6. All adults should be flat on the ground away from doors and windows.