

Volunteer Handbook

Malibu Elementary School



SMMUSD
1651 16th St.
Santa Monica, CA 90405
(310) 450-8338
www.smmusd.org

Malibu Elementary School
6955 Fernhill DR.
Malibu, CA 90265
(310) 457-9370
<http://malibues.smmusd.org/index.html>
Mr. Christopher Hertz, Principal

Revised December 2023

Volunteer Handbook Information



Benefits of Volunteering

- You provide crucial support and assistance to the teachers and school
- You help students learn
- You develop a deeper understanding of classroom/school policies, procedures, expectations, and curriculum so that you can be a partner in your child's education
- You help develop a positive school community and culture

Volunteer Opportunities

There are many ways you can volunteer at MES. The best way to find out is to attend a PTA meeting, read the weekly newsletter, and read the weekly PTA e-blasts.

Classroom-Based	Campus-Based
• Put up bulletin boards • Correct homework • Work with a small group of students • Read a book to the class • Share your talent or knowledge to the class • Help supervise on a field trip • Be a Room Parent	• Shelf books in the library • Supervise during lunch • Coordinate games during recess • Water the vegetable gardens • Help with morning curb-side drop off • Join a committee • Help out at an event

Types of Volunteers

There are two levels of volunteers:

1. Level 1 - Volunteers working under the constant direct supervision of a certificated employee. These volunteers serve during and after school hours to work in classrooms, on the campus, or in special school programs. Examples would include: lunch assistant, playground supervision, classroom aide or helper, assisting in the library, and assisting at lunch or after school club or school activity.
2. Level 2 - Volunteers working under the supervision of certificated employees but occasionally unsupervised while working with students. Examples would include athletic coaches, performing arts coaches, tutors, chaperones on overnight trips, and volunteers who drive vehicles transporting students other than their own child on field trips or other activities.

To Be A Cleared Volunteer

In order to volunteer you must:

1. Attend a Volunteer Training.
2. Complete and submit a Volunteer Packet to the front office (available in the office).
3. Complete the TB Questionnaire in the packet; you may be required to take a TB test.
4. Have your name checked under Megan's Law; registered sex offenders may not volunteer.
5. Be approved by a site administrator.

General Rules

For your own safety and that of the students, you should **never be alone with a child** or children; there should always be a staff member present.

No one may put hands on a student unless it is to protect the student or other students!

Only teachers may discipline; refer all disciplinary matters to the teacher in charge.

When volunteering make sure to watch/help all students. This is not a time to spend watching or playing with your own child.

Siblings/other children may not accompany you during volunteer time.

Always be compliant to staff directives and respect the authority and experience of teaching staff, aides, and administrators. There may be information you are unaware of including but not limited to school and District policies and procedures, ed code, and student needs.

All aspects of volunteering including how, when, where, and who is at the teachers' and administrators' discretion.

Refrain from using cell phones on campus. Use them in them parking lot.

Do not disrupt the teacher when he/she is teaching.

Follow all school behavior expectations and policies (more detailed information later in this handbook). This includes being kind, patient, conscientious, respectful and using encouraging language when speaking with students.

Model appropriate attire.

Remind students to refer to you by your last name with Mr./Ms./Mrs./Dr.

For more information regarding volunteers and visitors view Board Policy 1240 Community Relations and BP 1250 Visitors/Outsiders.

Confidentiality

Students have the right to privacy. Whatever you see or hear about students' grades, ability, behavior, special needs etc. is 100% confidential. You should not share this information with other parents. It is the teachers' and administrators responsibility to share any academic or behavioral information with parents.

Similarly, the teacher is not going to tell you information about students or their families so do not ask.

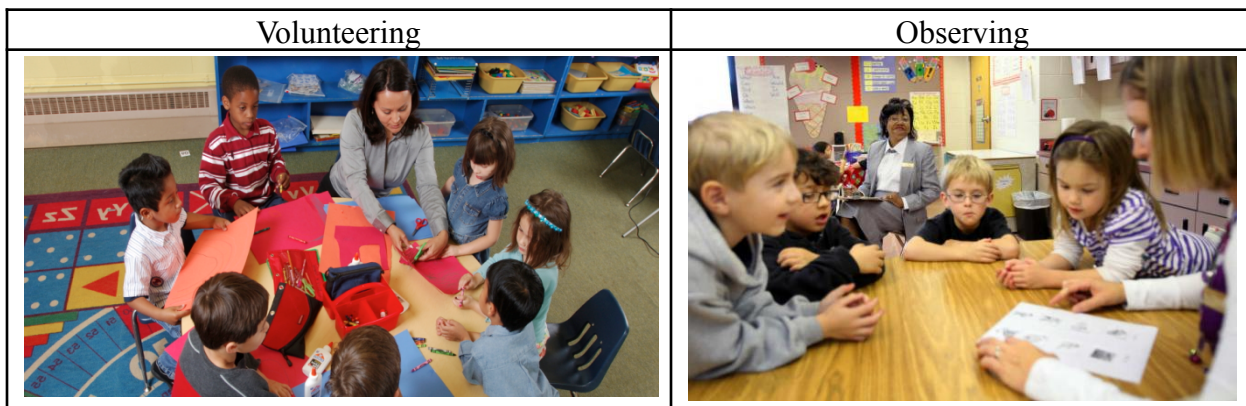
If you see or hear something you are concerned about, or a student tells you something in confidence (expresses thoughts of hurting self or others, or is being hurt), this should be shared immediately

directly with the teacher. School personnel will contact the appropriate authorities or parents if necessary.

Volunteering Vs. Observing

Volunteering is when you sign up with the teacher or a committee in advance to come for a specific amount of time for a specific task. When you are volunteering you are actively involved and helping.

However, when you are only observing you must sign up with an administrator in advance because an administrator needs to be present with you during your observation. Observations are for specific purposes and last only 20 minutes unless approved by the admin for longer.



Procedures When Entering/Exiting Campus to Volunteer

1. Office staff will ask you why you are here. You must have previously arranged your volunteering with the teacher or administration. Surprise/drop-in attempts to volunteer in classrooms are not allowed.
2. Write your name, date, and reason for visit clearly on the sign-in log. Or scan in via Raptor.
3. Take a visitors badge and place it in a visible location on your body. Students have been taught to let a teacher know if they see someone without a badge. If you see someone without a badge (all staff wear a badge as well) immediately let the office know. You must wear the badge at all times during your visit.
4. The office will buzz you in.
5. Go directly to your volunteer classroom or location, and when you are finished return directly to the office. You are not permitted to go to other locations on campus if it has not been previously arranged.
6. When you leave campus be sure to sign out. The office needs to know of your location in case of emergency.

Even if the office knows you, you will still need to follow these procedures for the safety of the campus.

When volunteering first thing in the morning, be sure to drop off your child at the line and then follow these procedures. Do not go straight to the classroom; you need to sign in and get your badge.

If you are doing lunch or playground supervision, pick up an yellow vest and clipboard from the main office.

In the Case of an Emergency

You must follow all emergency procedures. You may hear a bell or an announcement over the loud speaker indicating the type of emergency.

In the case of an earthquake drop and cover. If inside quickly evacuate the room once it has stopped shaking. Help lead the students safely to the grass assembly area on the playground. The students will know where their classroom meeting location is. Help keep students calm.

In the case of a Lockdown/Shelter-In-Place gather all students in the nearby vicinity and go into the closest room. Lock all doors and windows, and pull shades or blinds. Wait to receive instructions. Do not leave the room until an “All Clear” is given on the loud speaker.

Each classroom has a red emergency supplies bag, food/water, bucket with kitty litter, fire extinguisher and emergency binder with information.

Specifics About Types of Volunteering

When in the Classroom

- Don't simply give the students the answer. Allow students to have a productive struggle. Ask them questions and help guide them through the problem-solving process. Give students plenty of time to think and try different approaches to the problem.
- Praise students' efforts with specific comments.
- Place the student who needs the most help near you.
- If a student in your group is misbehaving, praise the other students around him for doing what he should be doing.
- Enlist disruptive students as helpers.
- You may need to refocus students by pointing to the paper or using time limits.

When at Lunch Supervision

Pick up an orange vest from the office. An administrator will be at the head of the lunch line directing students into the lunch area. Walk around the lunch tables and help students open containers and put their trash in the recycling and compost bins. Do not allow students to run or throw food. Help students work out disagreements. You may engage in conversation with students; it is likely you will learn and hear about some fun things.

When on the Playground

You will see staff walking around in yellow vests. At the apparatus area make sure students are following all rules such as not climbing up the slide. At the basketball courts, soccer field, and handball courts make sure students are following the game rules and playing fairly. At the handball courts students tend to create new rules; remind them to follow the regular rules consistently and that the line judge's ruling stands.

When the bell rings a staff member will blow a whistle and students will drop and freeze. The staff will then blow another whistle and students will put the balls away and proceed to their line-up area. You can make sure all balls are away and students are standing calmly and quietly in line.

You may see 5th grade students walking around in green vests. These are Playground Monitors. They are Student Committee members and they act as ambassadors and role models. They will help students to make new friends and praise their peers for following the rules and Franklin values.

When at Morning Curb-Side Drop-Off

For safety, only adults should be helping at the curb; all children should be inside the gate. Instruct drivers not to get out of the car; children should exit the car themselves after you open the door for them. See the MES Handbook for a visual chart of drop-off directions.

Behavior Expectations

The students will know the following rules:

Three for Success (School Rules)	I CARE	MES Values	Behavior Philosophy	Anti-Bullying Rules
1. Is it safe? 2. Is it kind and respectful? 3. Is it your best effort?	I will show I care by: 1. Using my hands for helping, not for hurting 2. Listening to show that I care 3. Being accountable for what I say and do	1. Kindness 2. Cooperation 3. Respect 4. Honesty 5. Responsibility 6. Sportsmanship 7. Appreciation 8. Personal Best	1. Everyone has the right to feel safe. 2. We are responsible for what we say and do. 3. Everyone has equal worth. 4. We solve problems peacefully. 5. We respect each other. 6. We have the power to positively affect our community and ourselves.	1. We will not bully others. 2. We will try to help students who are bullied. 3. We will try to include students who are left out. 4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

“Caught Showing Character” Sammy Slips and MES Values

When volunteering on the playground or in the lunch area you may give students [Sammy Slips](#) if you see them modeling the MES values. Write the name of the student and their teacher on the slip, and mark which value they demonstrated. The student will then take the slip to the office to enter it in a drawing; if their slip is chosen at the weekly announcements or monthly assembly they get to be recognized and have their picture taken.

How to Intervene

What to do if you see someone being left out:

- Talk to the student and ask how you can help.
- Ask the student what kinds of activities he/she likes to do.

- Walk with the student to a group of students, introduce him/her to the group, and ask the students if he/she can play with them.

What to do if you see a student disagreement:

- Give plenty of time for each student to tell their side of the story. Be sure to actively listen (make eye contact, nod head, ask clarifying questions, don't interrupt etc.). Try not to be angry or take sides.
- Discuss some possible solutions to the problem with the students (they apologize to each other, they use I statements to say how they are feeling, they take turns or share, they play in different locations etc.).
- If they can't come to a resolution you can send them to play in different areas and notify the teacher so he/she can follow-up with them.

What to do if you aren't sure how to help, or the problem seems big:

- Find an adult in an orange vest, and ask them for help.
- If a student is injured or students are fighting immediately tell a staff member who will handle the situation.

What to do if you suspect or witness bullying:

MES uses the Olweus anti-bullying program. It is very important that you know what the definition of bullying is, so you can correctly identify it when it occurs. Things that are not bullying are when someone does or says something mean once, or does something by accident. If you see bullying, first immediately stop the behavior, support the student who was bullied, get the students' names (including witnesses), and inform a teacher or administrator. Be sure to praise any witnesses that stepped in to stop the bullying. You may need to walk the student who bullied, and the student who was bullied, up to the office.

Definition of Bullying	Anti-Bullying Rules
• Repeated (pattern over time) • Intentional (on-purpose) • Power-imbalanced behavior that makes someone feel uncomfortable or threatened. It can be physical, emotional, or cyber.	1. We will not bully others. 2. We will try to help students who are bullied. 3. We will try to include students who are left out. 4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

Behavior Expectations for Adults

Parents, teachers, and staff are part of the school community, so adults are expected to uphold all the above rules and expectations as well. Whenever you are on campus interacting with students or adults, you are a role model for the children. Adults who do not uphold the behavior policies will not be permitted to volunteer on campus.

Supervision of Breakout Rooms

- ~~What to do if students misbehave:~~ [Report the behavior to the teacher.](#)
- ~~What to do if an incident, or something of concern, appears on a student's screen;~~ [Report the behavior to the teacher.](#)
- ~~What to do if a student is having technological issues;~~ [Report the behavior to the teacher.](#)

- ~~What to do in an emergency situation, a situation involving the health and safety of one or more students;
[Report the behavior to the Principal.](#)~~
- ~~Mandated reporting obligations (Volunteer). [Report it to the Teacher and the Principal.](#)~~

Volunteer Art Helpers Needed

No Art Experience Necessary!

What does an art helper do?

Arrives 5-10 minutes before class starts to help set up

Helps with all students, not just their own J

Aids in class supervision

Gives positive encouragement

Does not do projects for students

Assists with clean up at the end of class

Might help set up for the next class

Is prepared to get a little messy

Arranges for an alternate if unable to make it

A few more notes: This is time to be present ... not social hour, not a time to talk to the teacher about your child, not on your cell phone, or talking with other parents.

There are also non class opportunities to volunteer.... Kiln Committee, filing art into portfolios, setting up and taking down art show, art blogger, etc..