



Hardy Elementary School welcomes community and parent volunteers on our site and in our classrooms. We understand that this partnership helps serve our students and increases motivation and learning on our campus.

In order to ensure the safety of our children and our volunteers, we require that all volunteers adhere to processes and protocols for volunteering set forth by our campus and school district ([Administrative Procedure #4595](#), [Volunteer Policy](#)). Please read prior to beginning your volunteer assignment:

### **Security, Clearance, Safety:**

- All volunteers must have completed a volunteer packet
  - District volunteer application for the current school year [ENGLISH](#) / [SPANISH](#),
  - Current (4 yrs) TB test OR [TB Assessment](#), which can be done with our school nurse, Amy Ayon, by appointment at [aayon1@sandi.net](mailto:aayon1@sandi.net)
- **NEW 25-26:** All volunteers must complete a Livescan if you intend to volunteer in an off-campus setting or during an unsupervised solitary time. (i.e. field trips or Everyone A Reader)
  - [Livescan locations and fees](#)
- All volunteers must sign-in on the district approved sign-in sheet located at the front office.
- All volunteers must wear a visitors badge or some sort of identification showing they are cleared to be on campus.
- All volunteers must carry some form of government-issued photo identification while on campus.
- All volunteers **must pre-arrange** time on campus with classroom teacher(s) and/or front office. Volunteers are not permitted to pop-in without pre-scheduling.
- Teachers will be keeping records of volunteers in the classroom, location and specific activities.
- Volunteers with a completed application may support students in the sight line of a certificated teacher. In order to work with students in a separate setting (i.e. field trips, Everyone A Reader) you will need a higher level of clearance which requires fingerprinting and a livescan.

### **Code of Conduct:**

- Volunteers must adhere to the rules of Hardy Elementary and of the classroom in which they are volunteering.
- Volunteers should never use foul language, put their hands on a child, or use school items in an inappropriate manner.
- Volunteers work under the direction of the classroom teacher or volunteer coordinator

# Hardy Elementary Volunteer Guidelines

- Volunteers will bring any discipline issues to the attention of the teacher and are never to discipline a child themselves.
- Volunteers must dress in a professional manner in accordance with the school dress code (no low-cut blouses, no clothing displaying logos for tobacco, alcohol, sex, or drugs, etc.)
- Volunteers are to respect the privacy of all students in the classroom:
  - Do not divulge private information about a student to another student, staff member, or parent.
  - Refrain from discussing a child's behavior, academic progress, etc. with a child's parent or any other school community member.
- Volunteers must refrain from posting photos on social media that contains content (faces, written information) regarding student and student identities other than their own.
- Volunteers must use adult restrooms only and refrain, at all times, from using and/or entering student restrooms.

Volunteering is at the discretion of school administration. Failure to comply with the guidelines above may result in the removal of an individual's ability to volunteer.

If you have any further questions, regarding our Volunteer policy and procedures, please do not hesitate to call our front office at (619) 860-5700.