



Linda Vista Volunteers

Purpose: To provide active engagement of families in the education of students, capitalizing on the expertise and willingness of volunteers to enrich the learning process for students at Linda Vista.

How Do I Become a Volunteer?

Step 1:

All volunteers must be cleared through the OUSD Volunteer approval process. This is for the safety and security of our students and community. If you would like to volunteer at Linda Vista, please email Mrs. Ybarra (lindavistaprincipal@orangeusd.org) for the link to begin the process. The process includes watching some informational videos about safety and security, uploading certificates of completion for these videos and your driver's license. Once uploads are complete, it is sent to several people for approval: Principal, Director, and HR department. You will be notified when you are fully approved. (There are additional requirements for any volunteers for more than 5 hours per week.)

Step 2:

All classroom volunteers are at the request of the classroom teacher. Mrs. Ybarra will notify teachers of any fully approved volunteers. The teacher will contact the approved volunteer to schedule a time for classroom support.

Step 3:

Always enter through the front office and sign in as a volunteer. Bring your Driver's License to the first visit & a permanent Volunteer Badge will then be made for the volunteer. Always wear the badge when on campus.

Safety, Security & Confidentiality Expectations:

- After signing in at the front office, the volunteer is expected to go to the specific classroom/location for their volunteering. Please do not walk around campus or visit other classrooms/playground.
- Please do not bring other children (younger or older) with you to volunteer.
- Please refrain from using your cell phone while volunteering.
- Do not take photos of students (in the classroom or on the playground) unless you are volunteering as the yearbook coordinator, who will be working closely with the office to ensure photo permissions, safety and security of students and staff.

- If you have any concerns about a student, please speak to the teacher or principal. It is inappropriate to speak to other parents or that child's parent. Please allow the teacher or administrator to contact the parent, as needed.
- Please do not confront a student regarding behavior or concerns. Speak to the teacher and allow him/her to respond to the child appropriately.

What Might I Do as a Volunteer?

The classroom teacher oversees and directs all Classroom Volunteer Activities. Some activities might include:

- Putting together work packets for future use.
- Stuffing Thursday folders.
- Reading with a student / small group of students.
- Reviewing math skills with a student / small group of students.
- Supporting in an art or science lesson.
- Helping to manage a classroom event/party.
- Attending a field trip.

Other Volunteering Opportunities Might Include:

- Supporting the Librarian with the Book Fair.
- Guiding and directing students on picture days.
- Volunteering for the PTA at a special event.