

# MURRAY MANOR CAMPUS

## PARENT VOLUNTEER GUIDELINES 2016-2017

Thank you for reviewing these guidelines as they allow for the safety of our children and ensure the classroom environment is a calm, quiet place to learn.

### Check In & Check Out

- School Volunteer Application must be on file before volunteer duties begin. Applications are available in the 1<sup>st</sup> Day Back to School packets and in the school office.
- Check in and out of the front school office every time you are on campus. Sign in and out of the Visitor Management System with your government issued identification card.

### Badges

- Badges MUST be worn the whole time you are on campus.

### Classroom Etiquette

- Be on time to your classroom “job” and stay only as long as the “job” requires.
- Do not enter classrooms before or after school hours, unless by prior arrangement with the teacher.
- Younger siblings should not accompany volunteers when working in the classroom.
- Work quietly and be sensitive to the learning environment.

### Workroom

- Workroom hours are:  
8:00 a.m.-2:20 p.m. (Mondays/Wednesdays/Thursdays/Fridays)  
8:00 a.m.-1:05 p.m. (Tuesdays)
- The workroom is available for use while working on school projects.
- Be considerate of teachers’ schedules and limited breaks (let them jump in to make copies).
- **Please use adult restroom facilities only.**
- Murray Manor students or children are not allowed in the workroom.
- Do not leave any personal items in either workroom areas.

### Confidentiality and Code of Ethics

Although the job is Voluntary, the commitment is Professional.

- You may hear sensitive matters that need to be kept confidential.
- We expect volunteers to dress appropriately for working with children and conduct themselves in a proper/professional manner.
- Any evaluation of a child’s behavior or progress at school is the responsibility of the professional staff.
- In the front office, please do not hold personal conversations, it’s quite busy.
- If you are unsure how to respond to a situation in the classroom, please refer the matter to the teacher or principal.

### Fingerprinting

Fingerprinting information is found on the reverse side of this handout.

Thank you for your generous donation of time to our scholars and staff – we salute your commitment!

## **LA MESA-SPRING VALLEY SCHOOLS FINGERPRINTING GUIDELINES FOR VOLUNTEERS**

All volunteers must be in the presence of a school employee, no volunteers should ever be alone with a child. Study trips are an extension of the learning in the classroom. There are some study trips where students must be in small groups. In these situations, La Mesa-Spring Valley Schools is requiring a minimum of two volunteers per student group. One of the volunteers, within the student group, **must** have fingerprinting clearance.

Fingerprinting is required through LiveScan for La Mesa-Spring Valley Schools at the cost of approximately \$70. The cost of fingerprinting includes on-going updates to the District database. Once you have been fingerprinted, your information will be valid for all the future years you volunteer in the La Mesa-Spring Valley Schools (so for all the years your student(s) are in our District). Therefore, the earlier in your child's educational career you get fingerprinted, the more study trips and activities such as Watch D.O.G.S., volunteering, and chaperoning you'll be able to participate in.

If you have already been fingerprinted via LiveScan, you will have to get it done again for La Mesa-Spring Valley Schools. The reason being, the Department of Justice does not share your information with other agencies, it is against the law to share confidential fingerprinting results with other agencies.

Only individuals who have been fingerprinted through the La Mesa-Spring Valley Schools or through the San Diego County Office of Education will be in the database. So, even if you are a teacher in another school district, it does not guarantee that you are in the database used by our District.

To get fingerprinted:

- Obtain a fingerprinting packet from the La Mesa-Spring Valley Schools office located at 4750 Date Avenue, La Mesa, CA 91941.
- Follow the instructions in the packet to begin the fingerprinting process.
- Once the fingerprints have been cleared, the school will be notified. It may take two weeks or more to complete the process.

Please contact the school office at 619-668-5865, if you have any further questions.