

Sunol Glen School – Volunteer Guidelines

Thank you for becoming one of our fabulous school volunteers!

At Sunol, we pride ourselves on the wonderful support of our parents who help us do amazing things for our kids and our school. We truly appreciate your time and efforts.

- Volunteer Form** Prior to your FIRST time volunteering in the classroom, or for field trips, or for Community Club events, this form must be submitted to the Main Office (**just once**)
- TB Test** You must have a **TB FREE verification** on file in the Main Office. This verification **MUST be updated every four years.**
- Confidentiality** Confidentiality is of utmost importance; please read the Statement of Confidentiality that you signed on the back of the Volunteer Form.
- Student Privacy** All things that are seen and heard at school about children and their families should be considered privileged information. The kids come first – we are here for them.
- Classroom Etiquette** You are volunteering to assist the teacher and all the children, not just your child. Discipline of Students is solely the responsibility of the teacher in charge. Volunteers should in no way discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action.
- Signing In** Please, it is very important to **ALWAYS sign in at the Main Office, even if you will only be on campus for a few minutes.** In case of emergencies, people listed on the sign in sheet need to be accounted for. Please wear a volunteer sticker or your volunteer name badge/lanyard. When you're done, **don't forget to sign out** as you leave the school.
- Absents** If you cannot make your assigned activity, please email the classroom teacher or person coordinating the activity.
- Hallway Conversation** Voices echo loudly, so please do NOT chat in the hallway in the Main Building. Kindly step outside, by the front gate, to avoid disturbing the office staff and classrooms.
- Siblings** Younger siblings cannot accompany you while you volunteer on campus (while school is in session – 8:30a-2:50p on M,T,Th,F or 2:00p on W) or on field trips, as it is a distraction to the instructional environment and a liability for the district.
- Use of Facilities** If your activity will be held on campus, the following forms must be completed and submitted to ensure there is no calendar conflict:
School/Class(*) activity Assembly/Event/Fundraiser Notification
Community Club activity Request for Use of School Facilities
 (*) Room parents need to coordinate with their teacher to complete this form no matter if your party will be held in the classroom, or another location (e.g. cafeteria or garden), so the office is aware of all activities going on at the school.
- Fundraisers** (Non Community Club related) – Any fundraisers for the 4th Grade Sacramento trip, 6th Grade Science Camp, trip must be cleared by the classroom teacher and Mrs Donovan and Mrs Barnes.
- Miscellaneous Items**
- Birthday Celebrations** Please do NOT send food to the classroom for birthday celebrations; books for the classroom or library are much appreciated.
- Wacky Wednesdays** are the 1st Wednesdays of every month, promoted by Student Council. School children are allowed to dress in wacky attire (e.g. pajamas, colored hair, inside out clothing)!
- Eagle Flyer** Please read as important topics are addressed in this weekly newsletter.

Campus Facilities (see map for locations of rooms)

- Main Office** (Room 103) - Always sign in and sign out (wear your Visitor sticker and/or lanyard). If you have items for Community Club, please give to the School Secretary and she will put in the CC mailbox.
- Office Copier** Only use if the Workroom copier is busy and your teacher needs copies right away.
- Work Room** (Room 108) – If another person is using the work room, please introduce yourself. Please give priority to the teachers or other staff members, as they only have limited times during their prep time or recess/lunch times.
- Copier** “2-sided copy” button: 1->1(default), 1->2, 2->2, 2->1
 - “Output” button: *sort, staple sort, group, saddle stitch, punch, fold*
 - “Paper select” button: *main trays & bypass tray* (for construction paper and cardstock)
 - Let the Main Office know if you cannot clear a paper jam.
- Laminator** Be aware, it is very **HOT!**
 - After turning it on, the machine needs to warm up for about 30 minutes before use.
 - Make sure to leave the chip clip attached to the “tail”.
 - Go to the Main Office if the film runs out or if there are any problems.
- Paper Cutter** Please be careful; no students should be using it!
- Elliston (Die) Cutter** Only a few sheets of paper at a time; press handle firmly, but gently.
- Binding Machine** Do not remove from work room; some spiral combs available on the bottom shelf.
- Button Machine** Available in the Main Office.
- Supplies** White paper is in the cabinet. Let the Main Office know if white paper needs restocking. Other miscellaneous colored paper is on shelving below paper cutter. Teachers need to provide specific colored paper and other supplies (binder clips, paper clips, stapler, scissors) if more than just a few are required for their project.
- Staff Lounge** (Room 700) – Is for Staff Members only. Teachers are often there planning curriculum, sharing strategies and may need to talk to their colleagues about student related issues that are of a confidential nature. Therefore, we respectfully ask that you do not go into the Staff Lounge, except to briefly access the large rolls of butcher paper.
- Cafeteria** (Room 701) – If your project requires more space than available in the Work Room, you’re welcome to use the cafeteria. Please check with the Main Office first and be out of the cafeteria by 11:30am, as we are preparing for student lunch time.
- Kitchen** (Room 703) – Clean up after your activity. Storage of all labeled food items in upright freezer or walk-in cooler in preparation for an event is okay, but please remove after your event is over.
- General Paper Storage Room** (Room 311) – Located by the outside locked Staff Bathrooms. Teachers will need to provide you a key to access. Construction paper and colored paper are located here.
- Restrooms** Please use the Staff Restrooms only:
 [1] located in the Workroom,
 [2] located in the Kitchen (except during lunch time hours),
 [3] Rooms 309 & 310 (Located by the General Paper Storage Room.
 These restrooms are locked; teachers can provide you a key for access).
You may NOT use the children’s restrooms, as these are for children only. Same goes if you are a parent with a young child that needs assistance. Please use the Staff Restrooms; do NOT use the Children’s Restrooms. Thank you.