

# Miramonte School

1175 Altamead Drive  
Los Altos, CA



# Volunteer Handbook

Notes:

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## MIRAMONTE SCHOOL MISSION

We are committed at Miramonte School to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe and positive environment. Our goal is to help students become competent compassionate Christians by:

- \* encouraging an ongoing, personal relationship with Christ, manifested in our love for others.
- \* cultivating active, compassionate, responsible servants of our community and our world.
- \* building a loving, accepting community which nurtures the development of respect for self and others.
- \* teaching leadership, cooperation, and willingness to take responsibility.
- \* encouraging a life-long love of staying fit and healthy in mind, body and spirit.
- \* striving to develop life-long learners, enthusiastic problem-solvers and pursuers of excellence.

Working together to educate our students for this life and for eternity.

Welcome to Miramonte School!

Your efforts as a volunteer help us provide a high quality education for all of the students enrolled here. You help us fulfill our Mission.

The assistance that you provide in the classroom, around the school, and on field trips provides a critical service to the school. You enrich the learning environment and provide needed support.

The following pages provide information that you need to be familiar with as you volunteer at Miramonte School. Please familiarize yourself with the guidelines and procedures that have been provided.

Your support is truly appreciated and needed. Your time and talents help make Miramonte School an excellent educational experience for the students.

Thank you for all of your efforts.

Jerry Corson  
Principal



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## What is involved when you volunteer?

All volunteers at Miramonte School must complete a Live Scan fingerprint check. The forms are available in the office. The results of this check need to be reported to the school before you may volunteer.

All volunteers need to provide emergency contact information to the school.

It is recommended that volunteers who work with children have a current negative TB test.

It is requested that volunteers attend the volunteer Training session and familiarize themselves with the volunteer handbook. Volunteers that will be assisting on overnight field trips must attend the training session.

Volunteers need to be familiar with the student handbook so they are aware of any student behavior that is considered unacceptable. Since no handbook can cover all items, please read all additional materials, listen to verbal instructions, and keep the teacher informed.



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## Volunteering: What you need to know

**Arrival and Departure:** All volunteers must report directly to the office upon arrival. Volunteers must sign-in and obtain a visitor's badge from the office. The badge must be worn at all times. This identifies the visitor to all staff and students. Once the volunteer activities are completed, please return to the school office and sign out.



It is important for the administration to be aware of all persons inside the building. In case of an emergency, it is imperative that all persons in the school be accounted for.

**Siblings:** Volunteer duties assist with an important part of the students' educational experience at Miramonte School. It is prudent that all focus and energy be devoted to the students involved in a given event or activity. Arrangements for child care should be made to accommodate siblings off premises. Volunteers should not bring siblings or other children to the school when performing as a volunteer in an event or activity.

**Specific Responsibilities:** Volunteers are expected to follow the directives of staff members for performing specific duties. At times, a teacher may look to the volunteer to take charge of an activity or event. Please be sure that you are clear on the teacher's directives and goals. Feel free to ask any questions you may have.

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**Dependability:** A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment. Staff shall provide the same courtesy to volunteers when schedule changes necessitate changes in volunteer activities.

**Appearance/Attire:** A volunteer shall always remember that he/she is setting an example for the students. Always be mindful of your sense of modesty.

**Parent/Teacher Conferences:** Volunteers will respect the school's policies and the teachers' daily schedules regarding parent-teacher conferences. Conferences concerning any issue a volunteer may have regarding his/her own child should be handled by making an appointment to talk to the teacher. Teachers should be contacted by email, telephone through the school's voice mail system, or via a letter sent through their child.

**Classroom/Room Appearance:** Please be sure to leave any classroom or other area in the school building in respectable order. Remind students to clean the area around them. Any damage should be reported to the school office.

**Reserving a Room:** If a room is required for an event, that room must be reserved through the office so that it can be placed on the calendar. The school is busy with many different groups making plans for events and activities. Be sure that you have formally requested and received approval from the kitchen staff to use the room you need on the proper day and time. **Requirements for Planned Activities:** Many

planned activities throughout the school year require the assistance of our maintenance department. This can include a physical set-up involving the movement of tables, the set-up of equipment outdoors, etc. If you are responsible for an activity requiring a planned set-up involving maintenance, please put your requirements in writing, a minimum of one-week prior to the event. This notice must be delivered to the office where it will be given to the facilities manager. This helps everyone to plan so that the event can be a success.



## SCHOOL CLIMATE

**Respect:** A volunteer shall respect the authority of the school and the school administration and work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities. A volunteer will treat students with respect.

**Confidentiality:** A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

**Impartiality:** A volunteer shall favor no one side or party more than another in all school situations.

**Objectivity:** A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

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**Student Behavior:** If at any time a student's behavior becomes disruptive to the group environment, please see the supervising teacher. Stop any activity that has the potential to cause harm to any of the students or school facility. Refer all discipline questions and actions immediately to the teacher. While disciplining a student is a staff responsibility, we do expect volunteers to assist in setting an appropriate tone in the classroom or during an activity. Do not set up your own discipline policy for the students that you work with.

## SAFETY

**Strangers on Campus:** School personnel should be alerted to the presence of unknown persons on the school premises. No volunteer will open a secured entrance to admit any person to the school, known or unknown. There are no exceptions to this policy. All persons shall be directed to the main entrance and be prepared to provide identification to school personnel. In the event a stranger does gain access to the buildings or school grounds, they should be approached quickly and quietly, and escorted to the office, not directed to where they wish to go. Unwelcome intruders usually ask for personnel by title, not name.

**Emergency Procedures:** Emergency evacuation routes, and alternative evacuation routes are posted in each classroom. In the event of an emergency, volunteers must report to the closest occupied classroom or the office, whichever is closer to the volunteer's location. If a volunteer is supervising students,



they should accompany the student to the emergency evacuation location posted in each room.

- **Fire Alarm:** Follow posted evacuation route. If evacuating from the gym, follow the route out and then walk to the fence to report the student count. Fire evacuation routes are used for any chemical or explosive incident.
- **Earthquake:** For an earthquake, take shelter in place protecting head and shoulders under a table. After the quake stops, follow the posted fire exits. The earthquake drill will be signaled by a bull horn siren.
- **Lock Down:** Shelter in place with doors locked and window shades drawn. Call office for further information.

**Administering Student Medications:** When in the school building, volunteers must not administer medication to students. All student medications are to be locked-up in the office under the office personnel. Office personnel must administer these medications. Information regarding student allergies will be provided to those volunteers who have responsibility for that child. In the case of an immediate allergic reaction, the volunteer or staff member may



administer a prescribed and authorized epi-pen. When on field trips, prescribed and authorized medication will be provided to the responsible staff, to be administered to students according

to prescribed direction. Volunteers may be asked to assist with this duty.

## PROPRIETARY AND INTELLECTUAL ETHICS

**Written Material:** Books chosen for the school library must be appropriate for students not only in age level and reading ability, but also for their moral development. All books and other written material shall conform to school policies and guidelines. Library volunteers will uphold the policies set forth by the school and defer any questions in this regard to the librarian teaching staff and administration.

**Copyright:** Any questions regarding copyright policies should be referred to the office staff. Laws and policies for the school's use and reproduction of printed material, audiovisual material, and computer software must be strictly adhered to.



**Video Material:** All material must be pre-approved material before it may be used in the classroom.

**Technology:** Proper use of technology, especially the internet, is an important consideration. Use of the school's computers, access to the school network and use of the internet should be approved by appropriate personnel, and should be done in accordance with all policies set forth by the school. Use of school computers must be in support of education and research consistent with educational objectives. No personal information, or information about the school should ever be revealed to third parties. All material brought into the school

for the purpose or intention of usage on school computers must be cleared with the administration prior to use.

**Photocopying:** All policies for copyright must be followed when photocopying, regardless of the task. If a volunteer needs to make copies for a purpose that is not directed by the faculty (i.e.: Home and School fundraiser), arrangements must be made through the school office to do so.

## FIELD TRIPS

**Chaperone-to-student Ratio:** The supervising teacher is responsible for arranging the proper number of supervisors.

**School Guidelines for Trips:** The teacher is the authority while on the field trip and must be responsible for the entire class. The teacher is accountable that the student's welfare is a priority throughout the field trip. The teacher's requests and instructions will be adhered to fully and consistently. • The teacher will have copies of medical emergency forms and distribute sealed envelopes to all drivers. **Do not open unless needed.** No siblings are allowed on field trips. • Teachers will provide specific instructions to the chaperones and students designating times and locations for the class to meet. These must be adhered to. • No unauthorized treats are to be given to students. • No student is to be left on his/her own. • No parent/chaperone is to administer or dispense any medication to a student. The one exception, as listed above, is in a medical emergency where a prescribed and authorized epi-pen needs to be given. 911 must be called immediately.

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**Transportation of Students:** Students may only be transported in a volunteer's car when the proper permission has been received from the teacher. All volunteers that drive must carry insurance with a minimum of 100-300-50 coverage. Volunteers also must have a current valid driver's license. When driving for a field trip, please keep the following guidelines in mind:

- The vehicle should be filled with fuel and ready to leave when you arrive.
- In most cases, you will be asked to travel as a group, so do not make unscheduled stops unless there is an emergency.
- Students need to have a break during long travel times. Do not omit these scheduled stops just because you are in a hurry. (Some students may not feel comfortable talking to you about their need to stop, so it is very important that a scheduled stop be taken.)

**Volunteer Guidelines for Monitoring Students:**

1. Always provide constant supervision to the students assigned to you. Always stay with the students and do not leave them unattended. If an emergency arises, call upon the nearest teacher, or use the phone to call the school office.
2. Do not engage in activities that will distract you from your supervision duties. This includes making phone calls, email, texting, browsing, or reading.
3. Never release a child to any individual, or allow a child to leave the school grounds under any circumstances.

Students must be called by the school office if they are to leave the school, and will proceed to the school office for release.

4. Report all accidents immediately to the school office. Designate a pair of students to go and get someone from the office for you. You will be advised of any further actions that may be required on your part.
5. Never administer any type of medication to a student. Any student who is feeling ill should be sent to the school office for evaluation. No medications of any type whatsoever should ever be shared or dispensed to a student with the exception of an epi-pen use during an emergency.
6. Physical force or corporal punishment is not permitted at any time for any reason. In addition, do not touch any student in any way that violates a student's personal space or may be interpreted as harassment. Any discipline problems that may arise which you are unable to handle in an appropriate manner should be referred to a teacher or the school office immediately. Negative, disrespectful discipline is not permitted.
7. Inappropriate language such as profanity, slang, or words that are disrespectful to a student or another adult should never be used.
8. Professional behavior is expected at all times. Any information regarding a student, Miramonte School, or any member of the faculty and staff that might be obtained while acting as a volunteer is considered confidential and should not be discussed with others. Negative expressions regarding any student, teacher, or classroom.

9. Fire Drill Evacuation and procedures are posted in each classroom near the exit door. Please familiarize yourself with evacuation routes in case of such an event. Specific guidelines for procedures can be found in the school emergency plan.
10. Universal Precaution Kits can be found in each classroom. Please ask the classroom teacher for their location. The kit contains latex gloves and bandages. If assisting a student with a cut or in any event where there may be body fluids, the use of gloves is mandatory. When in doubt, ask a teacher or staff member. If he or she cannot assist you, they should be able to direct you accordingly.

## OVERNIGHT TRIPS

**General Guidelines:** While all of the standard field trip guidelines apply, overnight trips require an extra commitment from the chaperone. You are always "on duty".

Please keep the following in mind.

- Provide safe, reliable transportation. This includes obeying all traffic rules and making sure that the students are using their seat belts properly.
- Arrive with a full tank of gas and ready to leave. For additional safety, we travel as a group, so everyone needs to be ready to leave together.
- Know the trip destination and be prepared with the proper equipment and directions. Do not change transportation arrangements



- This is not a vacation or a time to work "away from the office". Your primary duty is to supervise students, assist in student management, help students make appropriate choices.
- Remind students of the rules if necessary. However, let the teacher or school staff handle discipline.
- Always keep the teacher informed of your observations or concerns. If the teacher does not know there is something that is a problem, it can not be corrected.
- Sometimes students do not communicate very well, so be patient, listen, and remember that sometimes things are not always as they seem.

Overnight trips can be a very enjoyable time with the students, but please remember that you are there to facilitate the activity and keep students safe. So, you need to "BE" a chaperone.

Notes:

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