



St. Helena Unified School District

Guide Sheet for Volunteers

Our Vision

Our vision is to provide an engaging and dynamic learning environment that inspires a passion for learning and prepares every student to adapt and thrive as a responsible citizen in a rapidly changing world.

Our Mission

SHUSD provides academic rigor within a safe and supportive learning environment where students can explore their creativity, collaboratively problem solve, and fully develop as resilient, caring and responsible individuals, learners, and citizens.

Volunteer Etiquette & Guidelines

As a volunteer, I agree to the following:

- ✿ Register at the school office when I arrive on campus to volunteer
- ✿ Follow school and classroom rules and conduct myself responsibly with students on and off campus
- ✿ Protect the physical, mental, and emotional well-being of students
- ✿ Maintain confidentiality of student behavior and academic performance that I have observed while volunteering
- ✿ Be free of the influence of alcohol, cigarettes, or illegal drugs when with students on or off campus
- ✿ Support the teacher's instructional programs
- ✿ Follow District procedures when working on school projects
- ✿ Inform the teacher when I am unable to volunteer at my scheduled time or when I stop volunteering

Strategies for Volunteer Success

- ✿ Be a Positive Role Model — your own behavior, dress, hygiene, and dependability set an example for children.
- ✿ Learn Names — it means a lot to the children if you remember their names.
- ✿ Allow the Students to Be Themselves — It is important to help children realize they are special.
- ✿ Encourage Time for Discovery — Allow students to think about answers.

Requirements

In order to maintain the safety and security of our students, the District requires volunteers to be processed for clearance before working with children. (CA Education Code § 45125.01) All accrued expenses will be reimbursed by the Human Resources Department.

- ✿ Fingerprinting (One set of prints may be used for all 4 sites. Please check to see if you have a set on file.)
- ✿ TB Testing (TB tests are valid for 4 years from the test date. Valid tests may be used for all 4 sites.)
- ✿ DMV Record Check (requirement only for drivers)
- ✿ Proof of Adequate Insurance (requirement only for drivers)

Workers' Compensation Coverage

Authorized volunteers in the District are covered by workers' compensation benefits in accordance with the California Labor Code for any injury or illness sustained while in the specific services of the school district. Should you be injured while serving in this capacity, and therefore covered under our Workers' Compensation Self-Funded Program, we need to advise you that you would not be eligible to file any civil claim, action, or proceeding.

Automobile Liability

The owner (operator) of a vehicle must carry his/her own liability insurance (Recommended limits: 100K/300K.) Please provide to your school office proof of liability insurance, in the name of the volunteer, for the vehicle that will be driven. A Volunteer Vehicle Form may be completed for this purpose. Please make sure you follow pick-up and drop-off directions provided by the teachers. All children MUST be appropriately restrained in seat belts and children under 8 years of age or under 4'9" need to be in a child passenger restraint device. (CA Vehicle Code § 27360, effective 01/01/2012)

We-Tip Safety Hotline

The We-Tip Safety Hotline is a way for adults and children to report a situation and remain anonymous.
24-Hour We-Tip Safety Hotline: 1-800-78-CRIME

Sincere Appreciation

We appreciate your involvement in our schools. Your commitment of time and talent will enrich, enhance, and expand the horizons of our youth.