

VOLUNTEER REQUIREMENTS

All Volunteers:

In order to work in the classroom or drive on a field trip, you must be fingerprinted through the San Luis Obispo County Office of Education.

In order to fulfill this **one-time requirement**, call the Personnel Department at the County Office of Education to set an appointment.

SLOCOE Personnel Department **782-7236**

If you have lived in California for more than one year, a \$60.00 fee will be required at the time of your appointment. If you have lived in California for less than one year, the fee will be \$77.00. Please also bring a photo ID.

Drivers:

For field trip drivers, in addition to your one-time fingerprint clearance, **each year** you must present **proof of insurance and a DMV driving record (H6) printout** to the front office.

DMV records are online at: <http://www.dmv.ca.gov/portal/home/dmv.htm> for \$2.00; or you may also go in person or schedule an appointment at the DMV (1-800-777-0133) with your driver's license and check, cash, or money order for \$5.00.

COOPERATION



The students, their families, educators, our administrator, and community at large have built our educational program around the simple yet compelling idea that the education of a student is a shared responsibility and a cooperative endeavor. The importance of parent and community involvement at Bellevue-Santa Fe Charter School (BSFCS) is foundational. Many opportunities exist to support students and staff at our school. By encouraging involvement, families have the opportunity to actively interact with both the students and their educators.



"What we learn with pleasure we never forget."

PARENT VOLUNTEER INFORMATION



BELLEVUE-SANTA FE CHARTER SCHOOL
1401 San Luis Bay Drive
San Luis Obispo, CA 93405

Phone: (805) 595-7169

Fax: (805) 595-9013

www.bsfcs.org



Bellevue-Santa Fe Charter School's Vision

Bellevue-Santa Fe Charter School celebrates the joy of life-long learning. Children and adults work together to create a safe and supportive, inspiring and challenging school community where learning is optimized for every child.



Dear Volunteer,

Welcome to our school! On behalf of all the students and their teachers, I thank you for volunteering. Your involvement helps us provide quality educational experiences for our students through your support. In whatever way you choose to help, whether in the classroom, in Scitechatorium, in Garden, from home, with school committees, or at special events, your contribution is of value to our community.

This pamphlet is prepared to give you guidance in your role as a school volunteer by providing guidelines and expectations. Naturally, staff will always be nearby to provide directions and to answer your questions.

Volunteering is a wonderful way to experience the joy of working with children. In this way, you will become immersed in our school culture and will connect with other families and staff members. I truly appreciate your dedication of time and talents. I look forward to working with you as we continue to enhance the joy of learning at BSFCS.

*Sincerely,
Holly Warrick, Principal*

Behavior Expectations

At BSFCS we strive to instill in each student the desire and the ability to do the right thing in every situation. We believe that all students are capable of choosing positive behaviors. We take seriously our responsibility to thoughtfully guide and teach students to make appropriate choices. To this end we have developed these behavior expectations.



GUIDELINES FOR BSFCS VOLUNTEERS

1. **Assist** the teacher.
2. Classroom and student work is always **confidential**. Should you feel it necessary to communicate a concern, do so only with the supervising teacher or administrator.
3. **Do not compare** children within the classroom
4. Help **all the students** in the class, not just your child.
5. **Do not compare** different methods of teaching. There are many styles of successful teaching and learning.
6. **Work positively for the good of the school**. Constructive criticism should be directed only to the supervising teacher or administrator.
7. **Be mindful when using social media**. The posting of student images requires parental consent.
8. **Turn off your cell phones** when working in the class.

EFFECTIVE WAYS TO WORK WITH CHILDREN:

- ❖ Be warm and friendly-learn the children's names and show interest in what they are doing and telling you.
- ❖ Encourage children to do their own thinking and give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
- ❖ If you don't know an answer or are unsure of what to do, admit it to the children and work it out together-feel free to ask the teacher for help when you need it.
- ❖ Use fact and positive comments-encourage children-look for something worthy of compliment especially when children are having difficulties. (Catch them being good!)
- ❖ Accept each child as he/she is-you do not need to feel responsible for judging a child's abilities, progress, or behavior.
- ❖ If a child is upset, encourage him/her to talk the problem over with you. You need not solve the problem, but by listening you help the child feel you care.
- ❖ Respect a child's privacy-if a child or teacher reveals personal information about a child, keep it in confidence.
- ❖ Maintain a sense of humor.
- ❖ Be consistent with the teacher's rules for classroom schedules and behavior.
- ❖ Wear comfortable clothes and don't hesitate to "get down to a child's level."
- ❖ When asked about your time at BSFCS, discuss the activities you do rather than specific information about individuals.
- ❖ Keep your commitment-the children expect you and look forward to your coming. If you know you will be gone, tell the teacher in advance and try to find a substitute.