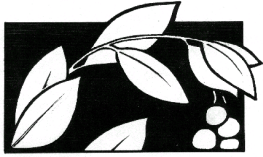




**Manzanita Charter  
Middle School  
Volunteer Handbook  
2020-2021**

Manzanita Charter Middle School  
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# Manzanita Charter Middle School

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## Welcome

Welcome and thank you for supporting Manzanita Charter School. As a parent co-op, Manzanita could not function without your time and expertise. Your contributions are essential and we are glad you're here. This book is designed to give you an overview of what to expect as a Manzanita volunteer.

## Volunteer Guidelines & Expectations

When you arrive at school to complete your volunteer hours, please go directly to the school office to sign in. You will be given a volunteer badge and a work assignment. Once you have completed that assignment, please return to the office to ask about other available jobs. When you have completed your work for the day, write your hours down in the white binder and ask a staff member to sign the form.

Volunteers must be 18 years or older to be on campus during the school day. Elementary age (or younger) children are welcome to visit, provided their parents/guardians can safely complete any volunteer tasks they take on during that time.

While on campus, please refrain from using your cell phone or other personal electronic devices. This helps to set an example for our students and increases the safety of our campus.

## **Campus Safety**

While you are on campus you are a representative of the school. It is your job to keep an eye out for the safety of the community. We ask that if you see any unsafe conditions on campus, you report the information to the office right away. Examples of unsafe conditions include:

- a broken step, walkway or handrail
- a water leak or puddle on the floor
- a backed-up toilet
- a mop, broom or garden hose laying across a walkway
- the presence of an adult on campus not wearing a visitor/volunteer badge
- the presence of a student on campus whom you know does not attend Manzanita
- the presence or mention of any kind of weapon
- the presence or mention of any kind of drug
- any threats of violence or an escalated situation where violence appears imminent
- anything that feels “off” or “wrong” to you

If you have a concern, you may also fill out a Praise or Concern Form (available in the Student/Family Handbook and in the school office).

## **Discipline and School Rules**

While you are on campus we also encourage you to keep an eye on the student’s behavior. This may mean reminding students of several basic school rules:

- Manzanita is a closed campus; once they have arrived, students may not leave campus until the end of the school day unless they have been signed out by a parent/guardian.
- Personal electronic devices (cell phones, iPods, iPads, hand-held games) are not allowed on campus unless approved for use in the classroom.
- Behavior that infringes on the emotional or physical safety of any student is not tolerated.
- There is no roughhousing, pushing, shoving, threats or fighting on campus.
- There is no sexual activity on campus.
- Drugs and weapons are not permitted.
- Any prescription or non-prescription medication must be kept in the school office.
- Students must use appropriate language (swearing is not allowed).

Manzanita students are expected to treat you with respect. If a student fails to respond to your reminders, responds disrespectfully, or if you find you need to remind the same student again and again, please speak to a staff member or teacher.

## **Young Children/Siblings on Campus**

Young children must remain under the parent’s close supervision at all times.

## **Volunteer Opportunities**

Parent volunteers make it possible for the school to function by doing work that ranges from chaperoning on field trips to cleaning the campus facilities to serving on the school’s Board of Directors. Here is a brief list of some of the opportunities available throughout the year:

- Grading papers/classroom support
- Office support
- Supervising the students at lunchtime
- Before/after school safety patrol
- Maintaining the school grounds (cleaning, organizing, tending plants, watering)

### **Evening/Weekend Work**

Several of our families have schedules that limit the amount of time they are available to volunteer during school hours. Although the bulk of volunteer opportunities are available on campus from Monday - Friday from 8:00 a.m. to 4:00 p.m., some alternative opportunities exist, including:

- Serving on the Board or on a Board committee (fundraising, personnel, maintenance)
- Helping with special events such as chaperoning at school dances, organizing movie nights, working at the rummage sale and other fundraising activities, etc. (sign-ups are generally posted for set up, supervision and clean-up for these events a week before they happen)
- School safety committee (year round)
- Translation assistance (English/Spanish)

### **Lunch Supervision**

Lunch supervisors keep an eye on the students throughout the lunch period. It is their job to attend to campus safety and ensure students are cleaning up after themselves and following school rules.

### **Safety Patrol/Traffic Volunteers**

Volunteers supervise students as they arrive on campus each morning before school. Once students arrive on campus, they may not leave unless they have been signed out by a parent or guardian.

Traffic volunteers ensure the safety of Manzanita students as they wait for pick-up and cross the street to get into cars each afternoon after school. It is also the job of the traffic volunteers to bring any students remaining on campus one half hour after school is dismissed into the school and see that they come to the office to call home.

### **Field Trips**

Volunteers wishing to help with field trips must turn in a signed Chaperone Agreement. Volunteers wishing to drive on field trips must submit a Driver Application. On some field trips, overnight trips for instance, volunteers may be required to complete a fingerprint clearance.

### **Classroom Coordinators**

Work closely with each teacher to bring in the volunteer help needed to complete projects. Meet with teacher on a weekly basis to plan for coming projects and needs.

### **Office Volunteers**

Respond to phone calls and walk-ins in a calm and polite manner. Assist with students arriving late or leaving early, teacher requests, student needs, and parent requests. Learn the location of forms, contact numbers, emergency procedures, incident reporting procedures and office security procedures. Assist with mailings, phone calls, and other projects as needed. Report any incidents immediately to school office staff and assist with incident report paperwork if necessary.

### **Recording Hours**

Families log their volunteer hours in the white binder and ask staff to sign each entry.

## **Meetings**

Membership meetings are a time for teachers, Board members and school staff to inform families of upcoming events and activities. They are also a time for member families to voice their opinions on school issues.

Every family with a student enrolled in Manzanita is a member of the co-op and as such may vote at these meeting on issues such as the election of Board representatives. It is important that families attend these meetings to ensure their voice is heard. Families may send a proxy to the meeting on their behalf, however the proxy will not have voting rights at the meeting.

## **Thank You**

We value your time, your expertise and your dedication to making Manzanita the best school it can possibly be. Without your help we would not be able to offer our students those things that make Manzanita unique: focused attention from teachers and staff, diverse field trips, the academy program, and a cohesive community.

*Participation is not a requirement and no adverse consequence will occur for any family that does not contribute service hours.*

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***If you see something the school is missing that you would like to help create, please speak to someone in the office!***



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### **Lunch Supervision Guidelines**

Thank you for volunteering to supervise during lunch. Your help is greatly appreciated! Our goal is to provide a pleasant and safe environment for all students. The following information will help you know what behavior is expected during lunchtime. We welcome any suggestions you may have.

#### **YOUR ROLE AS A LUNCH VOLUNTEER**

As a lunchtime volunteer, it is your responsibility to help make lunch a safe time for all of our students. Please keep your eyes and ears open, refrain from reading, talking on a cell phone, or engaging in involved conversations with other parents while you are on duty. If you observe a student disobeying the rules, you have the authority to put the student on a “time out” or send the student to another area to play until he or she is prepared to follow the rules. Disrespect toward lunchtime volunteers is not tolerated. If you experience any disrespect from the students or notice students habitually breaking lunchtime rules, please speak with any Manzanita teacher or staff member. They are here to support you.

#### **STUDENT BEHAVIOR**

Manzanita lunch guidelines include:

- No hitting
- No kissing or excessive hugging
- No cussing
- No pushing or running through the courtyard
- No jumping, standing or sitting on tables
- No skateboards

#### **PLAY AREAS**

Students are not allowed to play in the hallways or be in a classroom without a teacher. No running or playing with balls is permitted in the hallways. Students are not allowed to be in the bathrooms in groups, only one at a time.

#### **MULTI-PURPOSE ROOM (DURING BAD WEATHER)**

In the multi-purpose room, students may eat and talk quietly.

#### **Food is only permitted in the gym!**

*Thank you for your time, your awareness and your dedication to making lunch a safe and enjoyable time for our students. If you have any questions, please don't hesitate to ask a teacher or staff member.*