

# HICKORY PTA

## VOLUNTEER REQUIREMENTS & GUIDELINES

### A. Sign In and Attendance

Please report to the office each day, sign in and pick up your volunteer badge. Sign out when you leave and return the badge.

Report to your assigned classroom or office.

If ever you are unable to honor your volunteer commitment please phone the school with as much notice as possible, so that we can let the teacher or the appropriate person know.

### B. Volunteer Guidelines

The physical safety of children is always the first consideration. Never leave a child or children unattended.

**Never discipline a child with physical force.** Please refrain from using negative or demeaning words when reprimanding a child. If a child needs further attention, please tell the teacher.

If a child confides to you that another adult is physically mistreating him/her, please tell the teacher immediately.

### C. Requirements

A volunteer must complete and sign "An Agreement for Volunteer Services" required by Torrance Unified School District.

A Mantoux tuberculosis test is **required** of volunteers at Hickory School. Once this test has been successfully completed, results remain valid for two years.

Please do not use the copier machines without proper training. Copiers are for school/PTA use only.

No smoking or gum chewing is allowed at Hickory Elementary School.

All school volunteers should be in compliance with the district dress code.

**If you have any questions or concerns, please do not hesitate to ask for help.**