



# ***Volunteer Handbook***



Student Services Division

## LUSD Volunteer Handbook

### *Receipt and Acknowledgement of:*

The Volunteer Handbook is an important document intended to help you become acquainted with LUSD. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may require additional information.

Please read the following statements and sign below to acknowledge your review of the LUSD Volunteer Handbook.

- I have obtained a hard copy of the LUSD Volunteer Handbook or I have accessed the website version. I understand that the policies, rules, and benefits described in it may be subject to change at the sole discretion of Lynwood Unified School District at any time.
- I understand that as a LUSD Tier I or II volunteer, I will not have direct contact with students, and will be supervised at all times by LUSD personnel, and understand that personal information will be entered into the Megan's Law website.
- I understand that as a LUSD Tier III volunteer, I will have direct contact with students in unsupervised settings, and I am required to submit to a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) check. The check will be submitted to the District office.
- I am aware that during the course of my volunteering, confidential information may be made available to me. I understand that it is critical that this information not be disseminated within or outside the school community.
- I understand that my volunteer services are terminable at will, either by myself or Lynwood Unified School District, regardless of the length of my volunteering.

Print Name: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Student Services Division**  
**LUSD WELCOMES YOU**

## **Welcome**

Whether you are new or a former volunteer returning to Lynwood Unified School District, feel free to ask for help concerning anything you do not understand. Your assistance is valued because volunteers help teachers prepare materials and provide assistance and support for individual students. The involvement of volunteers helps reduce the adult-student ratio in class while improving the learning environment.

## **Background Check**

In accordance with Board Policy 1240 and California Education Code , fingerprinting is required for volunteers who have direct contact with students in unsupervised settings, Tier III.

## **Standards of Conduct**

By volunteering with Lynwood Unified School District, you have a responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your right, but rather to be certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.

Generally speaking, we expect each person to act in a mature and responsible manner at all times. District standards of conduct and personnel policies include, but are not limited to:

- Observing safety rules at all times and using common sense in operating any type of equipment
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness
- “Zero Tolerance” for the possession of any type of firearm, weapon, or explosive on District premises
- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
- LUSD is a tobacco free school district. Tobacco products shall not be used on District premises.



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- No soliciting or selling of products, services, etc. on District property without the prior written approval of the Superintendent or his designee.
- Refraining from proselytizing in regard to religion or politics on District property.
- Maintaining the confidentiality of all personal and privileged information.

## **Policies and Procedures that all Volunteers Should Know**

### **Absence and Punctuality**

Volunteers are asked to commit to specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact your site immediately.

### **Sign In/Out**

All Volunteers must sign in daily and pick up a volunteer badge at the school office. We also request that volunteers sign-out when they have completed their volunteer time for the day.

### **Discipline**

Rules and procedures related to student discipline have been established by the school and individual classroom teachers. Classroom teachers and school administrators are responsible for student discipline. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining a positive environment. Please remember to ask for assistance from the teacher if a situation calls for follow-up disciplinary action.

### **Confidentiality**

You are responsible for respecting the confidentiality of all students, staff, and privileged information which you may be exposed to as a volunteer. Our students and their families entrust the District with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with the District assumes an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with our own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.



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### **Equal Volunteering Opportunity**

Lynwood Unified School District provides equal volunteering opportunities for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political beliefs, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon ability to perform the job, as well as dependability and reliability.

### **Volunteer Relations with Students and Their Families**

The success of LUSD's volunteer program depends upon the quality of the relationship between the District volunteers, teachers, students, parents, and the general public. Regardless if you are a volunteer or a paid staff member, you are an ambassador for the Lynwood Unified School District.

### **Suspected Child Abuse or Neglect**

Volunteers should report to the school administrator if they have any reason to believe a student had been abused or neglected.

### **Resignation/Dismissal**

If for any reason you decide not to continue volunteering with the District, please inform your site administrator and those with whom you work directly. The District reserves the right to discontinue the volunteer relationship with any individual.

### **Siblings**

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Pre-schoolers and younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Some of the equipment that is used by volunteers should not be accessible and is not safe for pre-schoolers (laminating machines, paper cutters, scissors, staplers, copy machines, etc.).

### **Office Machines (Copyright)**

The staff appreciates volunteers helping teachers prepare classroom materials. Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. District equipment is only to be used for educational/school purposes. They are not for personal use. Parent volunteers should use computers that are located in classroom or teacher workrooms. Volunteer flexibility and cooperation in this area is greatly appreciated. All volunteers shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted



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materials. The District shall provide no legal support to any volunteer who violates copyright laws.

#### **Computer Software (Copyright)**

LUSD does not condone the illegal duplication of software. The copyright law is clear. Title 17 of the U.S. Code states that, "It is illegal to make or distribute copies of copyrighted materials without authorization." The only exception is the users' right to make a backup copy for archival purposes.

#### **Dress Code**

Volunteers are expected to dress in accordance with accepted social and business standards. If you are unsure as to the appropriateness of particular attire, please consult with the site administrator.

#### **Grievances**

A grievance is defined as an event, condition, rule or practice that the volunteer believes violates his/her civil rights, or treat him or her unfairly while volunteering (refer to Board Policy 1312.3). Volunteers should attempt to resolve a grievance by discussing their concern with the school administrator.

#### **Staff Lounge Guidelines**

The staff lounge should not be used as "workroom". Cutting, pasting, collating, etc. should be done in classrooms, teacher workrooms, or the office workrooms. Teachers should not send parents to work in the lounge. Due to limited space, please inquire if the lounge refrigerator is available to volunteers. To avoid overcrowding in the staff lounge, it is requested that parent volunteers try to avoid taking breaks during teacher lunch times.

#### **Personal Phone Calls**

You are permitted to use the phone to place local calls when necessary. Personal phone calls are discouraged. However, if the site receives an urgent call for you, every attempt will be made to locate you on campus so you can take the call.

#### **Parking Lot**

Great care must be taken and drivers must watch closely for students and others at all times when driving near school and or in the school parking lots. You should also check with the school office for information on where you should park.

#### **Theft**

LUSD will not be responsible for the loss of personal items. If you carry a purse, ask to place it in a secure place.



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No item purchased or supplied by the District should ever be removed from school sites without the expressed authorization of your site administrator.

#### **Safety Rules**

The following is a list of general safety rules. Volunteers are required to comply with these rules.

- Under no circumstances shall a volunteer place themselves, a co-worker, or a student in a hazardous situation.
- Work areas (on or off site) are to be kept neat, orderly, and clean. Report unsafe conditions to your supervisor immediately.
- Personal protective equipment (goggles, shoes, gloves, respirators, coveralls, etc.) must be worn at all times when specifically required. Loose jewelry or clothing should be avoided.
- Do not start or attempt to repair defective electrical equipment.
- Do not use defective tools or equipment.
- Know the location of alarms and fire extinguishers.
- Know evacuation procedures.
- Always keep personal property secured.

#### **Ways to Work with Students**

- Relax and be yourself
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done
- Encourage positive behavior
- Remember that students often respond better to suggestions, rather than commands
- Proceed at the students' rate of speed
- Do not do for a student what he or she can do for themselves
- When possible, call students by their names
- Be flexible. Do not be afraid to make mistakes; nobody is perfect.
- Be patient—remember that teachers, students, and administrators are human. They will have good and bad days.

#### **Duties of Volunteers**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks that, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students.



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A volunteer is a parent, community member, or other adult who assists at a school site or program on a regular or semi-regular basis during school hours. Also included in this definition are those who help on a one-time basis or work with children without the direct oversight of staff. Parents who assist at a school site or participate in a school program and stay more than fifteen (15) minutes each time are considered volunteers. Volunteer screening is required for all volunteers. Volunteers must abide by all procedures and rules of the District Volunteer Program and the procedures and rules of the school site at which they volunteer. Volunteers report to the site administrator.

LUSD has a three tiered approach toward classifying volunteer activities.

#### **Tier I—Limited Supervision Volunteers**

Volunteer activity takes place in highly visible public settings under supervision and involves little of no student contact. This level of involvement requires completion of a Volunteer Application, Signing a Volunteer Confidentiality and Code of Conduct Agreement. Tier I volunteers are required to abide by the procedures for involvement established by the site principals. Such procedures include signing-in and signing-out when volunteering.

#### **ACTIVITIES MAY INCLUDE:**

- Drop Off/Pick Up Safety Monitor
- Field Day
- Book Fairs
- Resource Speakers
- PTA Fundraising Events
- Campus Beautification Days
- School Fairs
- Being a Guest Reader in a Classroom
- Help with Promotion Activities
- Committee Volunteer
- Graduation Activities

#### **Tier II—Supervised Contact Volunteers**

These volunteers may work on projects pursuant to Governing Board Policy and Administrative Regulations and under the direct supervision of LUSD certificated or classified staff. This level of involvement requires completion of a Volunteer Application, signing a Volunteer Confidentiality and Code of Conduct Agreement, and tuberculosis clearance. Volunteers should abide by the procedures for involvement established by the site principals. This level of volunteer will receive a school issued identification badge.





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Volunteers should sign-in and sign-out at the front office and display site issued identification badge when volunteering.

Tier II volunteers work in a highly public setting under LUSD staff's supervision and have little or no contact student contact.

#### ACTIVITIES MAY INCLUDE:

- Room Parents who are directly supervised by the teacher
- Test Proctor
- Media Center Volunteer (with access to confidential information)
- Office Volunteer
- Hall Monitor Volunteer
- Campus Monitor Volunteer

#### **Tier III—Student Contact Volunteers**

This level of volunteer may assist personnel in the performance of their duties that, in the judgment of the personnel to who the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. Volunteer activity involves direct or unsupervised contact with students on or off campus.

Volunteers in this category are required to complete a Volunteer Application, sign a Volunteer Confidentiality and Code of Conduct Agreement as well as show proof of tuberculosis clearance and Live Scan clearance. Volunteers should be informed that the District is conducting this records check.

Please allow two weeks for our fingerprints to clear through the Department of Justice. After two weeks, volunteers will need to contact their individual school sites to verify that they have, in fact, received clearance and are in our volunteer database.

#### Tier III activities include:

- Classroom Helper (parents who, under the teacher's guidance, offer support in the classroom during instructional time).
- Any volunteer activity that may require access to student information
- Attending or chaperoning fieldtrips or school dances with students
- Coaches, assistant coaches
- Co-curriculum assistants
- Tutoring or mentoring inside or outside the classroom or in another unsupervised school setting
- Attending or chaperoning overnight school sponsored trips
- Activities engaged in by parents in child care programs



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- Job Shadowing
- Any other volunteer activity where the funding agency requires such a criminal record clearance

#### **Basic Skills**

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency.

#### **Sex Offender Notification**

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee.

The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal code 290.

#### **Health/Medical Clearance**

Volunteers in Tier's II and III shall not be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the last 60 days to determine that he/she is free of active tuberculosis. Volunteer who skin test result is negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406.

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students (AR 1240).



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## VOLUNTEER CLEARANCE FORM

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
As it appears on identification document(s)

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_

**School Site:** \_\_\_\_\_

**Education Code 35021** prohibits registered sex offenders from serving as volunteer non-teaching aids. In addition, pursuant to Education Code 45349, any volunteer instructional aide is also subject to the provisions of Penal Code Section 290. Before authorizing any person to serve as a volunteer non-teaching aide or a volunteer instructional aide. Education Code 35021.1 authorizes the Superintendent or designee to ask a local law enforcement agency to conduct an automated records check or call the Department of Justice to determine that the individual is not a registered sex offender. Volunteers shall be informed that the district is conducting this records search.

**Your signature below indicated your consent to complete this background check.**  
*We appreciate your cooperation and patience with this process and know that you understand it is done for the safety of our students as well as for our volunteers.*

**Signature of Volunteer Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Fax signature will be considered legal signature)

### For School Site Personnel Only

Identification document(s) verified by: \_\_\_\_\_