

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
**4034 Irving Place**  
**Culver City, California 90232**  
**(310) 842-4220 ext. 4248**

Sign & Return  
to Site Secretary

**VOLUNTEER HANDBOOK RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of the Volunteer Handbook and have been given the opportunity to ask questions about it. I understand that the Handbook outlines Culver City Unified School District's volunteer responsibilities. I agree to familiarize myself with the information in this Handbook, and will comply with the policies and procedures summarized.

I understand the information in this Handbook is intended to acquaint volunteers with general policies and principles and is not a contractual commitment by Culver City Unified School District concerning the terms of the volunteer assignment. I realize that I am a volunteer and not an employee of the District.

As required, management, at its complete discretion, may modify or eliminate these summarized policies and procedures or any policy, practice or procedure at any time without notice. I realize I will be responsible for complying with future changes in the CCUSD's policies, practices, and rules. I also acknowledge that no employee or CCUSD agent has the authority to allow me to engage in any conduct or behavior that is inconsistent with the Handbook.

Please sign and date this receipt and return it to the site secretary.

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

Signature: \_\_\_\_\_

Site Location: \_\_\_\_\_

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

**Volunteer Site File**

# CULVER CITY UNIFIED SCHOOL DISTRICT VOLUNTEER HANDBOOK 2015/2016



*A pessimist, they say, sees a glass of water as being half empty; an optimist sees the same glass as half full. But a giving person sees a glass of water and starts looking for someone who might be thirsty.*

*-G Donald Gale-*

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**CULVER CITY UNIFIED SCHOOL DISTRICT**  
**4034 Irving Place**  
**Culver City, California 90232**

**SECTION 1000 - INTRODUCTION TO VOLUNTEER HANDBOOK**

**INTRODUCTION**

Whether you have just joined our school district as a volunteer or have been a volunteer for a while, we are confident that you will find Culver City Unified School District to be a professional and productive organization. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association. Culver City Unified School District is proud of the professional services we provide to our students, faculty and community members. We believe that our volunteers are a valuable asset and that each of you directly contributes to our continued success.

The handbook for volunteers was developed to establish a framework in which volunteers can advance both the District's objectives and the individual's interests. This book is intended as a summary of information for and responsibilities of volunteers who assist at the Culver City Unified School District. More detailed information is contained in other District documents which include the District Board Policies and Administrative Regulations and site based guides and handbooks.

These documents are issued to volunteers individually upon request, or are made available at each school site. A copy of the district policies and regulations can be found on our District website page: [www.ccusd.org](http://www.ccusd.org). In addition, each school has its own set of procedures unique to that school, but which fall within the parameters of District-wide documents. Volunteers are responsible for the contents of the various handbooks and are expected to follow district policies and regulations.

The Culver City Unified School District, an Equal Opportunity Employer, does not discriminate on the basis of race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or the perception of one or more of such characteristics.

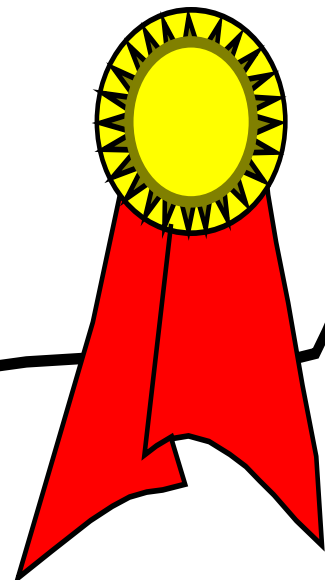
## MESSAGE FROM THE SUPERINTENDENT

Volunteers provide many valuable services for our schools. Everyone is an expert at something. By volunteering in the Culver City Unified School District, you can share the things you know with people who will really benefit from your time and knowledge – our students.

We need all kinds of volunteers, from people who can speak two languages to those who simply wish to be a chaperone at a sporting event. If you would like to experience the joy of helping a student learn to read, we can arrange that too. The ability to volunteer is limited only by your imagination. If you can dream of it, we can use it.

Make a difference; feel good about yourself and your community by volunteering at a local school. Whether it is one hour or everyday of the school year, we need your help.

David LaRose, Superintendent



## OUR MISSION STATEMENT

*The mission of the Culver City Unified School District,*

*a diverse haven of excellence,*

*is to ensure that each student possesses the academic*

*and personal skills necessary to achieve his/her highest*

*potential as a valued, responsible member of society*

*by providing challenging, personalized educational experiences*

*in a safe, nurturing environment and by fostering a passion*

*for teaching and learning*

*with committed parent and community involvement.*



**CULVER CITY UNIFIED SCHOOL DISTRICT**



**BOARD OF EDUCATION**

Nancy Goldberg, President  
Steven Levin, Ph.D., Vice President  
Kathy Paspalis, Esq., Clerk  
Laura Chardiet, President  
Sue Robins, Member

Culver City Unified School District meetings are regularly scheduled for the second and fourth Tuesdays of every month at 7:00p.m.

**DISTRICT ADMINISTRATION**  
**(310) 842-4220**

David LaRose, Superintendent  
Kati Krumpe, Assistant Superintendent of Educational Services  
Leslie J. Lockhart, Assistant Superintendent of Human Resources  
Mike Reynolds, Assistant Superintendent of Business Services



## **SCHOOLS AND SCHOOL SITE ADMINISTRATION**

### **OFFICE OF CHILD DEVELOPMENT**

10800 Farragut Drive  
(310) 842-4230  
Audrey Stephens, Director  
Cecilia Duran, Secretary

### **ELEMENTARY SCHOOLS**

#### **El Marino Language School, K-5**

11450 Port Road  
(310) 842-4241  
Tracy Pumilia, Principal  
Mina Shiratori, Assistant Principal  
Dorothy Bellante, Secretary

#### **El Rincon School, K-5**

11177 Overland Avenue  
(310) 842-4340  
Shannon Garcia, Ed.D., Principal  
Debbie Hamme, Secretary

#### **Farragut School, K-5**

10820 Farragut Drive  
(310) 842-4323  
Rebecca Lynch Ed.D., Principal  
Mari Ruiz, Secretary

#### **La Ballona School, K-5**

10915 Washington Boulevard  
(310) 842-4334  
Jennifer Slabbinck, Principal  
Cindy Fierro, Secretary

#### **Linwood E. Howe School, K-5**

4100 Irving Place  
(310) 842-4338  
Kim Indelicato Ed.D., Principal  
Anissa McCullen, Secretary

### **MIDDLE SCHOOL**

Culver City Middle School, 6-8  
4601 Elenda Street  
(310) 842-4200  
Linsey Gotanda, Ed.D., Principal  
Jocelyn Wilson, Assistant Principal  
Richard Barclay, Assistant Principal  
Lelah Pealer, Secretary

### **HIGH SCHOOL**

#### **Culver City High School, 9-12**

4401 Elenda Street  
(310) 842-4200  
Lisa Cooper, Ed.D., Principal  
Kelli Tarvyd, Assistant Principal  
DuBois McMillan, Assistant Principal  
Lisa Michel, Assistant Principal  
JoNeilla Guinn, Secretary

### **ALTERNATIVE PROGRAMS**

#### **Culver Park High School/Independent Study**

4601 Elenda Street, CPHS Annex  
(310) 842-4200 x. 3600  
Veronica Montes, Principal  
Tasha Edwards, Secretary

#### **Culver City Adult School**

4909 Overland Avenue  
(310) 842-4200 x. 3500  
Veronica Montes, Principal  
Yasmin Camarillo, Secretary

#### **Culver City Unified School District I Academy**

4601 Elenda Street, CP Annex  
Veronica Montes, Principal  
(310) 842-4200 ext. 3600  
Yasmin Camarillo, Secretary



## **The District and Community**

Culver City, with a population of 40,000, is a 4.98 square mile area of an incorporated city renowned for its movie studios, pleasant climate and convenient location.

Located eight miles west of downtown Los Angeles, five miles north of Los Angeles International Airport, and a few hours drive from California's mountains and deserts, Culver City is a great place to live, work and volunteer.

The Culver City Unified School District (CCUSD) has a long tradition of educational excellence and high standards. The community is involved, supportive, and proud of its schools.

The Culver City Unified School District offers a high-quality, comprehensive K-12 education program for approximately 6,600 students. A stable and diverse student population gives the District a rich international flavor.

The District is comprised of five (K-5) elementary schools, one middle (6-8), one high school (9-12), and one continuation high school. The District also has Adult Education and Child Development Programs as well as numerous other programs designed to meet individual student needs.

The District has approximately 700 full and part-time certificated and classified staff and many volunteers.

## **A Sense of Community**

Since 1913 when Culver City was founded, the community has walked hand-in-hand with the motion picture industry. Currently, Culver City is the home of Sony Pictures Entertainment, which is the city's top employer. While being the Heart of Screenland, Culver City has maintained its small-town appeal while growing up alongside its larger neighbors. Culver City residents and businesses have developed a special relationship with CCUSD schools that provide CCUSD students with hands-on learning opportunities. In addition, the Culver City Education Foundation has generated thousands of dollars in donations to improve the classroom learning environment for Culver City students.

## **Award Winning Schools**

The District is home to several California Distinguished schools, and one National Blue Ribbon School, and one Title I Academic Achievement Award winner. Students throughout the District score well on national scholastic exams. The District employs over 300 teachers, many of whom have advanced degrees. They are dedicated to effective and innovative teaching that produces real results.

## SECTION 3000 - VOLUNTEER PROGRAM

### Program

The Volunteer Program is an organization of dedicated persons who work regularly at Culver City Unified School District. It is an extension of the community into our school. Students have the opportunity to see parents and other interested citizens involved in school activities in a helping relationship. The volunteer program makes it possible for schools to receive the benefits of the specialized skills possessed by the volunteers. This involvement helps the educational staff become more responsive to the needs and goals of parents and the community. It provides opportunities for citizens to see their schools in action and helps to develop better community school relations.

The work of the public school classroom teacher is much more complex than that of a few years ago, and is getting increasingly more demanding year by year. We believe that the volunteer, working under the direction of the professionally trained and certificated teacher, makes possible the improvement of the instructional program offered to students in Culver City Unified School District.

### Goals

The goals of our volunteer program are to:

- Enrich the school experiences of individual students
  - The volunteer, through his or her special talents, and individual attention, can develop meaningful personal relationships with students and contribute to motivation for learning.
- Make better use of the human resources available in the community
  - Enriching experiences that would not otherwise be available in the regular classroom situation can be provided for children.
- Enable the professional school staff to devote fulltime and energy to the duties of classroom teaching
  - This is made possible by utilizing volunteers in activities of an auxiliary nature.
- Give citizens the opportunity to participate in the educational programs of Culver City Unified School District
- Help the community to better understand and appreciate the needs and contributions of public schools

## **Orientation**

An effective orientation program can be extremely beneficial to both volunteers and to our school district. Through our orientation program we seek to warmly welcome new volunteers, complete necessary paperwork, and convey essential volunteer and District information. Our goal is to reduce the time required for volunteers to become comfortable and productive on their assignment. Therefore, all new volunteers should participate in an orientation program. Check with your site for details.

You will receive a volunteer handbook and an acknowledgement of receipt on your scheduled orientation date. The acknowledgement of receipt must be signed, dated and submitted to your volunteer site.

## **SECTION 4000 - VOLUNTEER PRACTICES**

### **Guiding Principles**

- The volunteer works under the direction and supervision of a certificated person or PTA appointed coordinator.
- The volunteer is not a substitute for a member of the school staff but one supplying supplemental and supportive services.
- A volunteer should not divulge confidential information to which he/she may have access in the classroom or in the school.
- A volunteer's reaction to particular staff members and children must be kept confidential.
- A volunteer should be given specific instructions and the necessary materials for any job he/she undertakes.
- The volunteer has the basic responsibility to be alert to the individual needs of students and to be responsive to the program of the teachers to whom he/she is assigned and the general direction of the principal.
- He/she must be able to work well and discreetly with both students and adults. He/she must be reliable and responsible for assignments which are accepted. He/she must receive all necessary help in becoming oriented to the work and seek such help and advice as may be necessary to carry it out successfully.
- The volunteer must be willing to accept a minor, but very important role in the school organization and must constantly keep in mind the distinctions between the responsibility and authority of the professional staff and those held by the volunteer.
- The volunteer should seek out, and expect all necessary help in clearly identifying the work to be done and the ways in which it should be accomplished. He/she need not hesitate to ask for all needed help. He/she should be willing to offer suggestions for ways in which his/her services may be more effective.

## Volunteer Duties and Responsibilities



The duties and responsibilities outlined below are a summary only, and are not intended to be all inclusive. Additional information and requirements are to be given to you by the administrator/site coordinator at your volunteer site.

- **Classroom - responsible to teacher/principal**  
To assist the classroom teacher with such duties as:
  - Working with individuals or small groups of students to reinforce skills
  - Performing clerical or record-keeping tasks
  - Presenting information in areas of specialized expertise
  
- **Clerical - responsible to teacher/principal**  
To provide needed assistance to school staff:
  - Typing
  - Duplicating
  - Recording
  - Counting out materials
  - Filing
  - Running office machines
  
- **Tutor - responsible to teacher/principal**  
To provide assistance to students in the academic subject areas under the supervision of certificated personnel
  
- **Room Parent - responsible to teacher/principal**  
To provide assistance to teacher such as:
  - Plan and coordinate winter and spring parties for classroom
  - Seek helpful assistance from students and/or parents in each classroom during parties
  - Become a member of the PTA, attend Association Meetings
  - Notify parents about PTA Association Meetings
  - Provide chaperone service for field trips
  
- **Academy of Visual and Performing Arts - responsible to coordinator/principal**  
To provide assistance to coordinator with productions
  
- **Athletics - responsible to athletic director/principal or administrative designee**  
To provide assistance to head coach with activities
  
- **Library - responsible to librarian/principal**  
To assist the librarian with such duties as:
  - Displays
  - Handling of materials
  - Supervising children's activities
  - Book processing
  - Card filing

## Role of the Volunteer

In accepting the assignment as a volunteer, you have indicated your desire to support the instructional efforts of Culver City Unified School District by providing a useful, auxiliary service. The following will support and guide you throughout your experience as a volunteer:

### **The Effective Volunteer**

- Is regular in attendance
- Is appreciative of the efforts of the school to educate all students
- Is able to generate enthusiasm about each student and his/her potential
- Is reliable, friendly and flexible
- Is willing to acquire skills that are needed in the school

### **The Understanding Volunteer**

- Recognizes the student's need to improve his/her self-image
- Supports the student by offering genuine friendship
- Provides a relaxed friendly atmosphere
- Provides opportunities for the student to be successful
- Is caring and respectful

### **The Successful Volunteer**

- Shares with the student the warm personal satisfactions which result from successful human relationships
- Provides the teacher with the satisfaction of knowing that the student's needs are being met
- Receives the sense of fulfillment that comes through active participation in a direct service program
- Grows in awareness and understanding of the many problems that the schools face and of the need for citizen support of public education
- Receives the sincere gratitude of the entire school community

## Processing

### **Complete the Prospective Volunteer Packet**

- Complete the Prospective Volunteer Packet and include your certificate of clearance showing you were examined and are free from active tuberculosis and return it to the site secretary for processing. Please allow 3-7 days. You may obtain your TB clearance from your medical provider, or other accredited health agency. Packet includes:
  - Instruction Page
  - Prospective Volunteer Profile And Authorization
  - Volunteer Disclosure
  - Hold Harmless and Medical Treatment Authorization
  - Statement of Volunteer Confidentiality and Child Abuse Reporting
  - For Volunteer Drivers only: Driver clearance forms can be obtained from your volunteer site (High School or Middle School) and must be included in your package.*
  - TB Risk Assessment Questionnaire

- Pay the required fee of \$32.00 or \$47.00 to your site secretary. Checks and money orders are payable to CCUSD. Your site secretary will give you a Livescan Form. Proceed to the Culver City Police Department, 4040 Duquense Avenue, Culver City, CA 90232. Appointments are not necessary. *Operating schedule is Monday – Friday from 7:00a.m. –12:00p.m., 1:00p.m. – 3:00p.m. and 4:00p.m.-7:00p.m.* Hours are subject to change. The phone number is (310) 253-6110. CCPD will keep a copy of your Livescan, you will return the 2<sup>nd</sup> copy to your site and you will keep a copy for your records.
- Your site secretary will notify you of your clearance.



### General Procedures

1. A tuberculosis test is **REQUIRED** of all people who work in schools. Present proof of negative TB test/TB Risk Assessment Questionnaire to your volunteer site secretary along with your volunteer packet.
2. Complete and turn in the Prospective Volunteer Packet.
3. Sign in on volunteer sheet in the school office each time you work on campus.
4. Put on the volunteer badge. The badge must be worn at all times while on campus.
5. Report to your assigned classroom or workplace.
6. Volunteers should participate in emergency drills which occur while they are on campus.
7. Return badge to the office and sign out in the office when volunteer work is completed.
8. Use designated adult restrooms. Never use student restrooms.
9. See principal regarding use of staff lounge while volunteering on campus.
10. Park your car on the street and not in the staff lot.
11. Check with a staff member before using machines for the first time. Do not attempt to correct any equipment malfunction. Call office staff for help.
12. A staff member must be present at all times when you are working with students.
13. **Volunteers are not allowed to discipline students. Refer discipline problems to the teacher.**
14. Remember that information you may be privy to during the course of volunteering is strictly confidential.
15. For liability reasons, other children are not allowed to accompany volunteers during volunteer time.
16. Volunteers are required to attend orientations as scheduled by the site.

## SECTION 5000 - GENERAL MANAGEMENT PRACTICES

### **Nondiscrimination**

There shall be no discrimination with respect to race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or the perception of one or more of such characteristics.

### **Harassment**

All harassment is prohibited. All staff and volunteers have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. Verbal, physical, or other communication or conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated. All types of harassment, whether based on actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or the perception of one or more of such characteristics protected by federal, state, local or other law, are unacceptable work behavior and expressly prohibited.

### **Reporting Procedures**

A volunteer who believes that he/she has been subjected to inappropriate conduct or who has questions regarding this policy is strongly encouraged to immediately contact the Principal. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees and volunteers should feel free to raise their concerns or make complaints without fear of retaliation. Retaliation is also prohibited by this policy.

### **Corrective Action**

A volunteer found to have participated in any inappropriate conduct prohibited by law or this policy will be subject to dismissal from the volunteer program.

### **Child Abuse and Neglect**

Known or suspected instances of child abuse or child neglect shall be reported immediately to the teacher or principal. The teacher, assisted by appropriate school site personnel is responsible for seeing that a proper report is filed. Only one report need to be filed.

### **Corporal Punishment**

No person employed or engaged in Culver City Unified School District shall inflict or cause to be inflicted, corporal punishment upon a student. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain in a pupil and is expressly prohibited. Volunteers are not to discipline students. Disciplinary problems should be referred to the teacher.

## **Drugs and Alcohol**

The Culver City Unified School District is declared a Drug and Alcohol Free Work place. All volunteers must abide by the tenets of our District policy. In addition, whenever any volunteer has reason to believe that a student may be under the influence of drugs or alcohol, that volunteer shall notify the teacher or school principal. The principal shall take appropriate action as set forth in District policy.

## **Attendance and Dependability**

Absenteeism and tardiness disrupt the instructional program. Therefore, good attendance, punctuality, and dependability are encouraged for all volunteers.

## **Performance**

Volunteers are expected to perform their jobs, efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include:

- Refusal to work volunteer assignments
- Insubordination or failing to follow teacher's directions
- Unprofessional conduct or rudeness to students, employees or community members
- Violation of safety rules

## **Honesty and Integrity**

Volunteers are expected to demonstrate honesty and professionalism at all times.

## **Appearance and Grooming**

The nature of our business demands that a volunteer's appearance reflect an appropriate professional image and be consistent with the volunteer's duties. Dress, grooming, and hygiene should be appropriate for a school setting. There is also a need to maintain safety. Volunteers with special needs or questions or concerns regarding dress and grooming standards should contact Human Resources.

## **Confidentiality**

Maintaining confidentiality is a condition of volunteering. Volunteers are responsible for acting with complete professionalism when discussing school business or handling school information. Information, files, documents, records, plans, and other materials relating to Culver City Unified School District, its employees, and students are considered confidential. The School District's general business affairs should not be discussed with anyone outside the organization except as required in the normal course of business. Inappropriate release of confidential information, either internally or externally will result in corrective action including possible termination from volunteer status. All questions and requests for confidential information should be referred to the principal.

## **Workplace Violence**

Safety and security are important to us. No one may possess any weapon on school district property, including in any vehicle in the parking lot. Volunteers who violate this policy will be subject to dismissal from the volunteer program.



## **Safety**

Safety is the responsibility of each volunteer. Observance of safety rules and use of safety devices are extremely important. Such safety rules include:

- Reporting to the teacher or principal:
  - Any work-related injuries and illnesses no matter how minor
  - Unsafe conditions or practices (reports may be made anonymously if necessary)
  - All suspicious persons, potentially violent situations, or persons possessing guns or other weapons
- Using only tools and equipment which the volunteer is fully qualified and authorized to use and using all safety equipment, prescribed adaptive devices, and procedures
- Providing safety suggestions
- Restricting and monitoring visitor access to District facilities
- Observing the District's ban on possession of deadly weapons on District premises or in any vehicle in the parking lot.

Volunteers who violate District's safety policies may be subject to dismissal from the volunteer program.

## **Smoking**

We are committed to providing a work environment that supports employee and volunteer health and safety and District productivity. For the protection of all employees and volunteers and to ensure compliance with federal and state laws, smoking is prohibited on school district property.

## **Responsibilities for Student Welfare and Discipline**

It is the responsibility of all administrators, teachers and classified staff to enforce all policies, regulations and procedures in regard to student discipline. It is the responsibility of the volunteer to adhere to the same. While the Culver City Unified School District publishes a Volunteer Handbook yearly, and individual schools have available handbooks relative to discipline, it is the responsibility of each classroom teacher to inform students and parents regarding standards for behavior, consequences for misbehavior and all other specific expectations the teacher has in the classroom.

**Volunteers are never to discipline students, but may report the behavior to the teacher or principal.**

## **Copyright Materials**

It is the intent of the Culver City Unified School District to adhere to all provisions of the copyright laws. These laws refer to the reproduction of audio and video recordings, printed materials and computer software. Illegal copies may not be made on school equipment, nor shall these copies be used in the schools or on school equipment. The legal or insurance protection of the District will not be extended to volunteers who violate copyright laws.

## **Communication and Information Systems**

The communication systems (including telephone, fax, photcopy machine, voice mail, e-mail, computer files, and Internet systems) are provided for business purposes and are district property. Volunteers should check with the teacher or office staff before using these systems.

All communications both inside and outside the District should be professional, business-like and courteous. Communications that are offensive, discriminatory, sexually explicit, disruptive, or harassing are strictly prohibited. Those used to solicit commercial, religious, political, charitable, union, or other non-business causes are also prohibited as allowed by law. Improper use of systems and equipment may subject a volunteer to corrective action.

The Culver City Unified School District has established as one of its goals, the advancement of technology throughout the District via the purchase of equipment, software, and training giving access to all students and staff of the District. The District has policies regarding access to, review or disclosure of electronic mail ("E-mail") messages sent or received by District employees or volunteers.

### **Cell Phone Use**

The goal of this policy is to establish guidelines for use of cellular telephones by staff and Volunteers that will ensure that cellular telephone use will not infringe on either the instructional process or on the rights of others. The purpose is to ensure the continuation of a positive learning environment which is free from unnecessary disruptions.

The guidelines for possession and use of cellular telephones (including texting and e-mail messaging), accessories and other paging devices on school campuses shall be:

- Except in the case of an immediate emergency, volunteers shall not use cellular telephones, accessories and other paging devices in classrooms or in a setting which may interfere with any school program.
- All cellular telephone devices should be turned off or in a vibrate (non-auditory) mode when in a classroom or at a school activity where students are present.

## **SECTION 6000 - INSTRUCTIONS TO THE SUPERVISING TEACHER/COORDINATOR**

Plans should be made prior to the volunteer's arrival as to the specific activities in which the volunteer will be involved.

### **Feedback**

The supervising teacher should plan to have an informal discussion with the volunteer following the learning activity. This is the teacher's opportunity to comment favorably and express appreciation, as well as to suggest constructive ways in which volunteer may enhance the effectiveness of the service he/she is providing.

#### **Three Keys To Effective Supervision:**

1. Demonstrate the activity
2. Be available to guide
3. Discuss the activity, both before and after

Parents are a vital asset to the students of Culver City Unified School District. More and more parents are stepping into the classrooms as aides and/or resource people, rather than visitors. Volunteers can play a meaningful role in improving the quality of education available to many children.

To meet the educational needs of children, Culver City Unified School District is committed to the idea that volunteers can make a significant difference in the quality of education. The roles of all who are involved are new ones and guidelines must be known to all concerned: the principal, the teacher, and the volunteer so that the potential of this program may be fulfilled.

## **APPENDICES**

- 1. Board Policy/Administrative Regulation 1240, Volunteer Assistance**
- 2. District Map**
- 3. School Calendar**

## **Community Relations**

### **VOLUNTEER ASSISTANCE**

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents, guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. All volunteers, including those that accompany staff and students on field trips must follow the procedures. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal checks (livescan request). In addition, the Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs and practices, and an orientation and other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021).

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf.1150-Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

**Legal Reference:**

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21<sup>st</sup> Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 – 44815 Supervision of students during lunch and other nutrition periods.

45125 Fingerprinting requirements

45340-45349 Instructional Aides

45360 - 45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

**PENAL CODE**

290 Registration of sex offenders

290.4 Information regarding sex offenders

290.95 Disclosure by person required to register as sex offender

**CODE OF REGULATIONS, TITLE 22**

101170 Criminal record clearances

101216 Health screening, volunteer in child care centers

**UNITED STATES CODE, TITLE 20**

6319 Qualifications and duties of paraprofessionals, Title I Programs

Policy

adopted: April 1, 1997

Policy

revised: April 8, 2003

Policy

Revised: April 27, 2010

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California

## **Community Relations**

### **Volunteer Assistance**

#### **Duties of Volunteers**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 – Teacher Aides/Paraprofessionals)

(cf. 5148 – Child Care and Development)

(cf. 5148.2 – Before/After School Programs)

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

#### **Qualifications of Volunteers**

Volunteers who work in classrooms or on school campuses on a regular basis shall be required to be fingerprinted.

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)

(cf. 6145 – Extracurricular and Co curricular Activities)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer in a classroom or on a school campus. (Education Code 35021)

The Superintendent or designee shall verify by fingerprints or other reasonable means that persons who submit an application to serve as a volunteer are not registered as a sex offender pursuant to Penal Code 290.



No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers whose skin tests negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

(cf. 4112.4/4212.4/4312.4 – Health Examinations)

### **Drug and Alcohol Testing for Volunteer Drivers**

#### **Post-Accident Tests**

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any volunteer driver:

Volunteer drivers shall make themselves readily available for testing, absent the need for immediate medical attention. (49 C.F.R. 382.303)

No such volunteer driver shall use alcohol for eight hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first. (49 C.F.R. 382.209)

If an alcohol test is not administered within two hours of the accident or if a drug test is not administered within 32 hours, the district shall prepare and maintain records explaining why the test was not conducted. Tests shall not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs. (49 C.F.R. 382.303)

Tests conducted by authorized federal, state or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations. (49 C.F.R. 382.303)

#### **Reasonable Suspicion Tests**

An alcohol or drug test shall be conducted if a supervisor or district official trained in accordance with law has reasonable suspicion that a volunteer driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the volunteer's driver's appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances. (49 C.F.R. 382.307)

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the volunteer driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours. (49 C.F.R. 382.307)

A supervisor or district official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier. (49 C.F.R. 382.307)

The Superintendent or designee shall ensure that the volunteer under reasonable suspicion is transported to the designated collection or testing site.

### **Enforcement**

Any volunteer driver who refuses to submit to a post-accident or reasonable suspicion test, or to a follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. (49 C.F.R. 382.211) Therefore, any volunteer driver who so refuses shall be immediately dismissed from all volunteer duties.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

A volunteer driver who is tested and found to have an alcohol concentration of .01 or greater may not perform or continue to perform safety-sensitive functions including driving a commercial motor vehicle.

A volunteer driver who tests positive for drugs or is found to have an alcohol concentration of .01 or greater shall be dismissed from all volunteer duties.

### **Maintenance of Records**

Volunteer drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a volunteer driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/ Privileged Information)

### **Notifications**

Each volunteer driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district's policy and regulations for meeting these requirements. The information shall identify all of the following: (49 C.F.R. 382.601)

1. The person designated by the district to answer volunteer drivers' questions about the materials
2. The categories of volunteer drivers who are subject to the Code of Federal Regulations, Title 49, Part 382
3. Sufficient information about the safety-sensitive functions performed by volunteer drivers to make clear what period of the work day the driver is required to comply with Part 382

4. Specific information concerning volunteer driver conduct that is prohibited by Part 382
5. The circumstances under which a volunteer driver will be tested for drugs and/or alcohol under Part 382
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the volunteer driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct volunteer driver
7. The requirement that a volunteer driver submit to drug and alcohol tests administered in accordance with Part 382
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment
10. The consequences for volunteer drivers found to have an alcohol concentration of .01 or greater
11. The effects of drugs and alcohol on an individual's health, work and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management (49 C.F.R. 382.601)  
(cf. 4159 /4259/4359 - Employee Assistance Programs)
12. Other legal requirements, district policies and disciplinary consequences related to the use of alcohol and drugs.  
(cf. 4020 - Drug and Alcohol-Free Workplace)

Each volunteer driver shall sign a statement certifying that he/she has received a copy of the above materials.(49 C.F.R. 382.601)

(cf. 4112.9 - Employee Notifications)

Before any volunteer driver operates a commercial motor vehicle, the district shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements. (49 C.F.R. 382.303)

Before drug and alcohol tests are performed pursuant to the Code of Federal Regulations, Title 49, Part 382, the district shall inform volunteer drivers that the tests are required by these regulations. (49 C.F.R. 382.113)

The district shall notify a volunteer driver of the results of reasonable suspicion and post-accident drug test if the test results are verified positive. The district shall also tell the volunteer driver which controlled substance(s) were verified as positive. (49 C.F.R. 382.411)

(cf. 3514-Environmental Safety)  
(cf. 3514.1 – Hazardous Substances)  
(cf. 714-Architectural and Engineering Services)

Regulation

Reviewed: April 1, 1997

Regulation

Revised: April 8, 2003

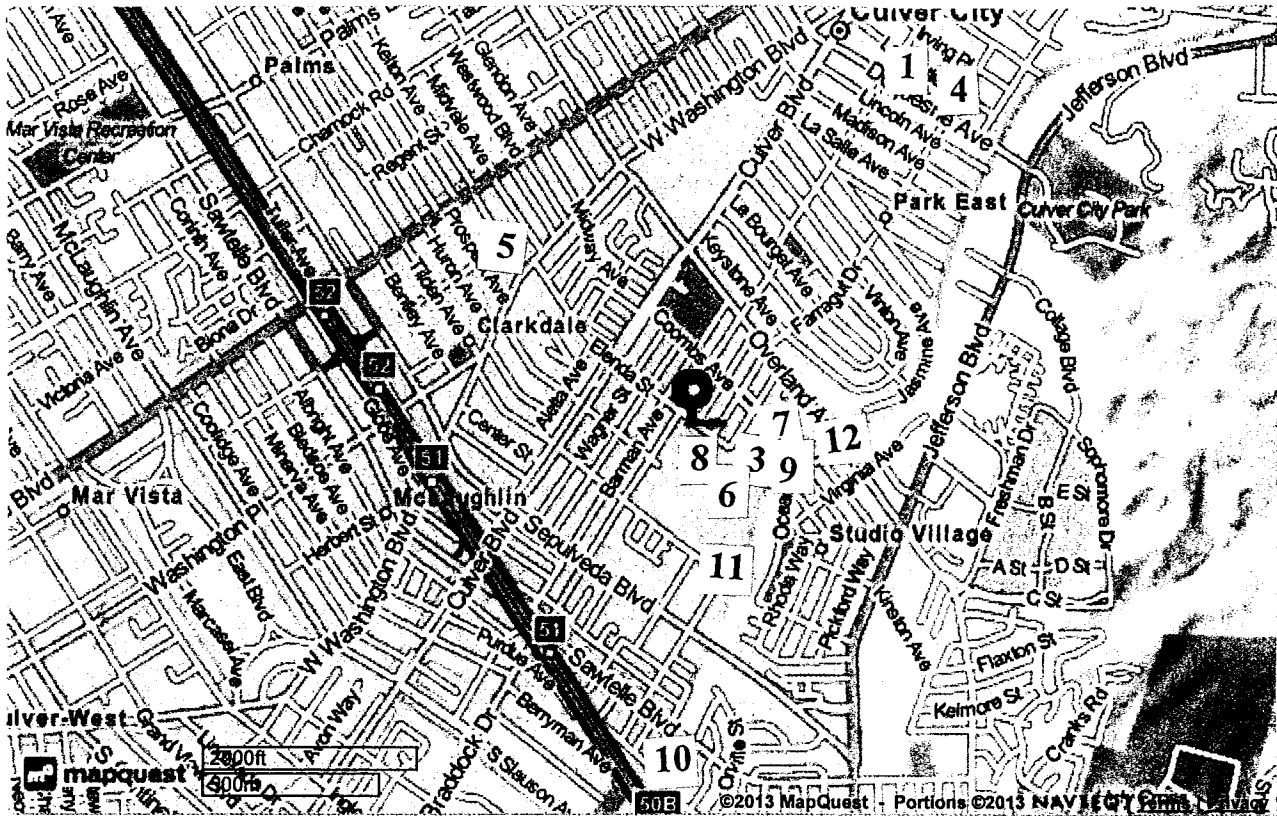
Regulation

Revised: October 24, 2006

Regulation

Revised: April 27, 2010

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California



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- |   |   |
|---|---|
| 1. Administration Building<br>4034 Irving Place<br>(310) 842-4220           | 7. Office of Child Development<br>10800 Farragut Drive<br>(310) 842-4230    |
| 2. El Rincon Elementary School<br>11177 Overland Avenue<br>(310) 842-4340   | 8. Culver City High School<br>4401 Elenda Street<br>(310) 842-4200          |
| 3. Farragut Elementary School<br>10820 Farragut Drive<br>(310) 842-4323     | 9. Culver Park High School<br>4601 Elenda Street CP Annex<br>(310) 390-8886 |
| 4. Linwood E. Howe Elementary School<br>4100 Irving Place<br>(310) 842-4338 | 10. El Marino Language School<br>11450 Port Road<br>(310) 842-4241          |
| 5. La Ballona Elementary School<br>10915 Washington Blvd.<br>(310) 842-4334 | 11. Maintenance Facility<br>11102 Lucerne Avenue<br>(310) 842-4203          |
| 6. Culver City Middle School<br>4601 Elenda Street<br>(310) 842-4200        | 12. Culver City Adult School<br>4909 Overland Avenue<br>(310) 842-4200      |



**Culver City Unified School District**  
Administration Building 4034 Irving Place Culver City, CA 90232-2848

**Culver City Unified School District  
School Year Calendar 2015/2016**

90= Days Taught Semester 1 90= Days Taught Semester 2 180 = Instructional Days 184= Veteran Teacher Days 185= New Teacher Days	First Week Mon Tue Wed Thu Fri					Second Week Mon Tue Wed Thu Fri					Third Week Mon Tue Wed Thu Fri					Fourth Week Mon Tue Wed Thu Fri					Days Taught	Legal Holiday	Local Holiday
	Aug	^									Sept					*							
First School Month Aug. 17 – Sept. 11	17	18	[19]	[20]	[21]	(24)	25	26	27	28	31	1	2	3	4	7	8	9	10	11	14	1	0
Second School Month Sept. 14 – Oct. 9	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2	5	6	7	8	9	20	0	0
Third School Month Oct. 12 – Nov. 6	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	20	0	0
Fourth School Month Nov. 9 – Dec. 4	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	1	2	3	4	16	2	2
Fifth School Month Dec. 7 – Jan. 1	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Jan *	10	2	8
Sixth School Month Jan. 4 – Jan. 29	4	5	6	7	8	11	12	13	14	15	18	[19]	20	21	22	25	26	27	28	29	18	1	0
Seventh School Month Feb. 1 – Feb. 26	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	18	2	0
Eighth School Month Feb. 29 – March 25	29	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	20	0	0
Ninth School Month March 28 – Apr. 22	X	X	X	X	Apr X	X	X	X	X	X	11	12	13	14	15	18	19	20	21	22	10	0	10
Tenth School Month Apr. 25 – May 20	25	26	27	28	29	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	20	0	0
Eleventh School Month May 23 – June 17	23	24	25	26	27	30	31	1	2	3	6	7	8	9	(10)	13	14	15	16	17	14	1	0
<b>Totals</b>																					180	9	20

* Legal Holiday Per Education Code Section 37229	Date in 2015-2016	Day of Week 2015-2016	X Local Holiday Per Education Code Section 37220.(13) & Recesses Office of Child Development is closed legal & classified holidays.	Elementary Trimesters & Elementary Parent Conference Minimum Days	Adult School Program Schedules	Other
Independence Day (observed)	July 3	Friday	Local Recess	Elementary Trimesters November 20, 2015 March 4, 2016 June 10, 2016 Parent Conference Dates TBD	ADA- Dates August 31, 2015 - June 10, 2016	New Teacher Orientation August 18, 2015
Labor Day Veterans Day Thanksgiving Christmas Day New Year's Day	Sep. 7 Nov. 11 Nov.26 Dec. 25 Jan. 1	Monday Wednesday Thursday Friday Friday	Winter Recess December 21, 2015 – January 1, 2016 Spring Recess March 28 – April 8, 2016	Target Parent Conference Dates TBD	Fee Based Trimesters Fall: Aug. 31, 2015 – Nov. 20, 2015 Winter: Nov. 23, 2015 – March 4, 2016 Spring: March 7, 2016 – June 10, 2016	Teacher Work Day (Non-Pupil Day) August 19, 20, 21, 2015 January 19, 2016 Instruction Begins: August 24, 2015 School Ends: June 10, 2016
Dr. King Day Lincoln's Day (observed) Washington Day (President's Day) Memorial Day	Jan. 18 Feb. 8 Feb. 15 May 30	Monday Monday Monday Monday	Classified Employee Holidays November 25, 2015 November 27, 2015 December 23, 2015 (Admin Day) December 24, 2015 December 31, 2015		Kids Enrichment Summer Program Session 1: June 20, 2016– July 8, 2016 (3 weeks) Session 2: July 11, 2016– July 29, 2016 (3 weeks)	Summer School Remediation Grades 9 <sup>th</sup> -12 <sup>th</sup> : June 14 – July 21, 2016 Extended Year: June 14 – July 14, 2016
<b>Adopted by the Board: February 10, 2015</b>						