

Sulphur Springs Union School District

VOLUNTEER HANDBOOK

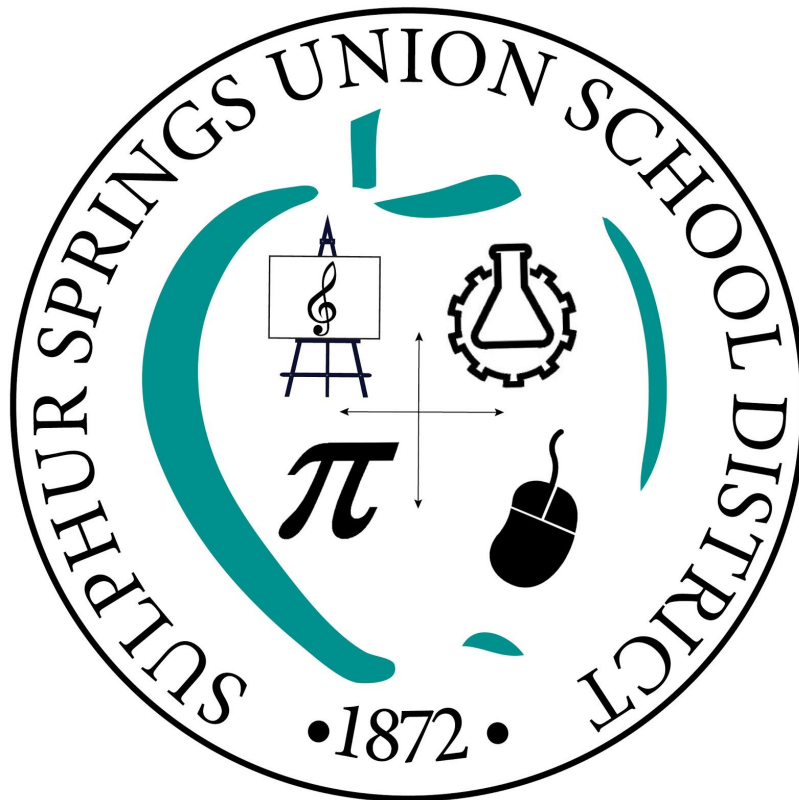


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Superintendent Welcome

August 2019

Welcome Families and Community Members to the Sulphur Springs Union School District. I want to start off by thanking you for taking the time to volunteer in our schools, and for partnering alongside us as we work together to support and enhance our children's educational experience. Volunteers are extremely important to us, and we want to make sure that you have a wonderful experience while volunteering. Thank you for taking the time to read the Volunteer Handbook, and if you have any questions, please reach out to the school Principal for further assistance. The time and dedication that you give back to our children is invaluable. Thank you for all that you do to support us in our work to create an exemplary educational setting for our children.

Sincerely,

Dr. Catherine Kawaguchi
Superintendent of Schools
Sulphur Springs Union School District

Volunteers Represent the School and the District

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and community. Students, their parents and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs.

Sometimes the community hears about the negative aspects of education or stories about the few students who misbehave. After volunteering in our schools you will be able to share the many positive things that students and staff are doing. You will have an opportunity to let the community know the amazing learning that is occurring in our schools. Please remember that if you hear confidential information, you are not to share with others.

Goals of the Volunteer Program

The goal of the Sulphur Springs Union School District volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Support teachers and site personnel with some of the non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and children's learning opportunities
- Provide individual attention to those children who need more one-on-one assistance
- Promote a school-home-community partnership

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 which 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)

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 44814, 44815)

The District may utilize volunteers in the supervision and instruction of pupils, so long as the volunteer shows evidence of basic skills proficiency. (Education Code section 45349)

Volunteer Qualities

SSUSD Volunteers...

- Recognize that well-educated children are our number one priority
- Have good health and moral character
- Are willing to accept direct supervision
- Understand and appreciate the work of the school staff

Volunteer Registration and Sign In

Every Volunteer Must Register

Every volunteer in the Sulphur Springs Union School District must complete a Volunteer Application Form (page 14) and be cleared before he/she begins work.

It is imperative that volunteers understand their responsibilities and limitations. Volunteers must be aware of and agree to abide by all District volunteer policies and regulations. Please read the handbook carefully before signing the Volunteer Agreement and Application on page 14.

Volunteers must submit required documents and obtain official clearance by the District prior to beginning volunteer services.

Every Volunteer Must Sign In

Every volunteer must utilize the Raptor system to sign in and out at the school office each time he/she comes on school grounds to volunteer. The District must have a record showing the days and hours each volunteer works. For security reasons and in case of an emergency, it is important for administrators to know who is on campus and why.

Volunteer Role

Volunteers are under the direct supervision of the teacher and/or administrator. The teacher or administrator shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program. Your role may include copying, cutting, pasting, or working with a group of students on a project, etc.

Arranging a Time to Volunteer

If you would like to volunteer, you must contact your child's teacher at least 48 hours in advance. The teacher will let you know if he or she can use your assistance on the date requested. If the teacher accepts your offer to help on that date, he or she will notify the office with the day that you will be volunteering. If that date is not available, you will be provided an alternative date to volunteer. The office keeps track of the day you have been scheduled to volunteer.

For security purposes, adults are not allowed on campus unless the teacher has approved you to volunteer. Please confirm with the teacher via email that you are listed on the Volunteer Schedule.

Sign In & Sign Out

All volunteers must sign-in at the office. Please be prepared to scan a picture ID into the Raptor system upon each visit. ***Your visitor sticker must be visible at all times. The visitor sticker is a way for classified, certificated, and students to know that you are allowed to be on campus during school hours.*** **When you are done volunteering you must sign-out and return your visitor sticker.**

Dependability

If you are unable to volunteer on your scheduled day, please notify the teacher.

Sex Offender Background Check (California Education Code section 35021):

1. The Superintendent or designee shall not assign any person required to register as a sex offender as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a non-teaching aide to perform non-instructional tasks. (California Penal Code section 290)
2. A person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors.
3. Volunteers will be screened to determine that they are not registered as a sex offender as disclosed on the Megan's Law website. (California Penal Code section 290.4)
4. The District may request that a local law enforcement agency conduct an automated records check of a prospective volunteers in order to ascertain whether the volunteer aide has been convicted of any sex offense as defined in Section 44010. A plea or verdict of guilty, a finding of guilt by a court in a trial without jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction within the meaning of this section. (California Education Code section 53021.1)
5. The volunteer shall serve without compensation of any type or other benefits accorded to employees of the District.

Volunteers need to do the following:

1. Review the Volunteer Handbook.
2. Complete the Volunteer Application and submit to school office.
3. Sign a Volunteer Agreement annually as long as you wish to volunteer at the same school where the Agreement was signed.
4. Undergo a Megan's Law background check before beginning duties and, subsequently, before volunteering at a new/different location.
5. Sign in at each visit and receive a volunteer badge.
6. Wear the volunteer badge so it is visible at all times throughout each visit.
7. Sign out at the end of each visit and return the volunteer badge.

Volunteer Guidelines

Supervision of Volunteers

Volunteers always work under the direct supervision of the professional staff at each site and only with those teachers who have requested the services of the volunteer. At no time are volunteers allowed to be in the classroom when the teacher is not present. The district is responsible for the education, safety and well being of each student, therefore the principal or district official will dismiss any volunteer whose actions are not in the best interest of the school or students.

Confidentiality

As you work with the staff and student, information of a confidential matter may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. If this occurs, please discuss the child's conversation in private with the teacher or principal. These conversations should not be discussed with others.

Discipline Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher aware of any discipline problem that might arise while you are working with a student.

Restrooms Staff restrooms are available for volunteers. Use of student restrooms is prohibited.

Dismissal of Students

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students to their homes unless the child's parent has notified the school office in advance and be listed on the child's Emergency Card.

Dress and Behavior

Take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask that attire be neat and conservative. Your appearance should attract no undue attention. Please remember that you are in a position to set an example for students. Your speech and behavior should serve as good models for them to follow.

Health If you are not feeling well, do not try to keep up your volunteer duties in spite of an illness. You will accomplish more in the long run if you allow yourself time to recuperate. Please call to let the teacher(s) know you will not be coming in at your scheduled time. Schools are particularly concerned with keeping students and staff healthy. Please stay away from school if you have a contagious illness.

Your Commitment

Before you agree to volunteer, carefully consider the commitment you are making. The work volunteers do is important. Whether they work in the classroom, front office, or around campus, the staff and students quickly become dependent upon volunteer assistance. Do not promise to volunteer more time than you will be able to comfortably give. It is better to start out with a few hours a week and gradually increase if you find you have additional time.

Dependability

We know there will be times when you will be ill, on vacation or unable to volunteer. Please telephone the school office as far in advance as possible to leave a message for the teacher or staff member with whom you work when you are unable to volunteer.

Cell Phones

Please turn off your cell phone or place it on silent mode so it does not disrupt the instructional process. No photographs should be taken while volunteering, unless authorized in advance by the principal.

Professionalism

Although the job is voluntary, the commitment is professional. Besides maintaining an attitude of mutual respect and confidence, you should become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

Respectful Behavior

Volunteers are expected to exhibit behavior that is respectful and assumes equality toward members of the same and opposite sex, and all ethnic/racial and religious groups. Volunteers shall not make any comments that may be construed as racist, sexist, or bigoted. Volunteers shall respect cultural differences and attempt to broaden their knowledge and understanding of human relations. Volunteers shall avoid promoting any commercial products, religious doctrines or beliefs, as well as any political candidates (this includes political buttons) or parties.

Schedule Teacher Conference Time

Important conversations deserve preparation and dedicated time. If you need to speak with a teacher about your child, schedule a mutually agreeable time outside of class-time. Volunteer time is never to be used to discuss your own child's progress or concerns you have. Please schedule an appointment to cover these types of items outside of volunteer time.

Preschoolers/Siblings

Please do not bring preschoolers or siblings when you volunteer. Due to safety regulations, children who are not registered as students may not accompany our volunteers.

Coats/Purses

Don't bring anything of value to school. We do not assume responsibility for any personal items.

Smoking and Controlled Substances

Alcohol, smoking, vaping, or use of any controlled substance is prohibited on the school campus.

Workroom

The workroom contains the copy machine, die cutter, and paper supplies. If you need help finding something, please ask someone in the front office. New parents/guardians to our schools will need to be trained on how to use our machines.

Sometimes there can be a lot of demand for the copy machine. During recess and lunch, teachers and paraprofessionals have priority to use the copy machines. If you are using the machine and a teacher needs it, please make it available to her/him.

Be sure to clean up the workroom after you use it.

Faculty Lounge/Meeting Rooms

The faculty lounge is for employee use only. This is necessary to protect the confidential conversations staff often have when consulting with each other.

School Rules

Become familiar with the rules and policies of the school where you volunteer. It is a good idea to read through the school's Parent-Student handbook. Ask your supervising teacher to explain the school's policy for use of telephones, cell phones, eating facilities, fire drills and emergency procedures. Use reasonable judgment in making decisions when there appears to be no policy or when the policy is not communicated. As soon as possible, consult with the supervising teacher for future guidance.

Volunteers May NOT:

- Discipline students
- Grade or correct papers
- Take charge of the classroom for any length of time
- Access materials in the student's permanent or electronic files (psychological records, grade cards, health history, etc.)
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress with parents
- Drive district vehicles
- Ever be considered a substitute for a member of the school staff
- Give any food to students
- Give advertisements or fund solicitations
- Ever be considered a substitute for a member of the school staff
- Share personal information about a student or student's family with other people.

Safety Rules and Concerns

Be aware of your school's safety regulations.

Fire Procedure:

Evacuate the building according to established routes. Stand quietly in safety areas.

Earthquake Procedure:

If indoors, duck and drop to the floor, take cover under a sturdy desk or table, and hold onto it so that it doesn't move away from you. Wait there until the shaking stops. If outdoors, stay away from the buildings and overhead wires.

Lock Down Procedure

During a lock down, all students, teachers and staff need to stay inside locked rooms and follow the emergency procedure according to their school site. Do not exit your room or allow anyone to enter your room until the all clear notification has been made.

Suspected Child Abuse

If you, as a volunteer, become aware of possible child abuse, you should proceed as follows:

- ◆ Immediately report the suspected abuse to a mandated reporter: principal, assistant principal, counselor, nurse, facilitator or teacher, at the site so that appropriate action can be taken.

- ◆ Keep information about student(s) confidential as required by law. Only provide information to those who are required to obtain the details.

- ◆ Do not try to investigate the possible abuse yourself as this may interfere with the

reporting process and investigation by the authorities.

Should you have any concerns, please make sure to bring them to the attention of the classroom teacher or site administrator.

Definitions and Processes

Visitors

Not every visitor to a school is a volunteer. A visitor is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day or perform temporary, contractual and/or substitute service in which they receive payment.

Examples of a visitor include, but are not limited to, substitute and temporary employees, third-party contracted personnel, parents picking up students or meeting with a teacher, and community members meeting with school personnel.

Visitor Responsibility

1. Sign in to Raptor and receive a visitor badge each time you visit.
2. Wear the badge so it is visible at all times during each visit.
3. Sign out of Raptor and return a visitor badge at the end of each visit.

School Responsibility

1. Ensure visitor signs in and out through Raptor each visit.
2. Ensure visitor receives and returns a visitor badge at each visit.

Volunteers

A volunteer is an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered.

Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.

We ask that volunteers read the guidelines for volunteers as well as the procedures and responsibilities.

Volunteer Application
Sulphur Springs Union School District

VOLUNTEER INSTRUCTIONS

1. Complete and submit this form to the school site(s), along with photo identification card for photocopying.
2. Once all necessary clearances are obtained, the school site(s) will advise you of your effective date.

PRINT/TYPE

Last Name	First Name	Middle Name	Prior Name (Also Known As) AKA
Date of Birth	Gender (circle) M F	Phone ()	Email Address
Address		City	Zip Code

STUDENT NAME(S): (If applicable)

Student Name _____ Grade ____ School Site _____ Relation to Student _____
 Student Name _____ Grade ____ School Site _____ Relation to Student _____
 Student Name _____ Grade ____ School Site _____ Relation to Student _____

In case of EMERGENCY, please call: Name _____ Phone: () _____

I'M INTERESTED IN VOLUNTEERING IN THE FOLLOWING AREAS

School Event Helper ____ Room Parent ____ Classroom Helper ____ PTA ____ Other _____
 School Site(s) _____

Have you ever been convicted of a criminal offense? (A conviction may not necessarily disqualify you from volunteering.) Yes ____ No ____

If yes, please explain: _____

I understand that in applying to serve as a District volunteer, I will be required to comply with the District's Volunteer Procedures, District Board policies, Administrative regulations and school rules. Site Administration may ask any volunteer who violates school rules, Board policies or Administrative regulations to leave the school site.

I certify that, under penalty of perjury, all of the information I have provided is true and correct to the best of my knowledge and agree to have any of these statements checked by the District, unless I have indicated to the contrary. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the District as well as from the use or disclosure of such information by the District, or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification or material omission of information on this Volunteer Application may result in my failure to volunteer.

Volunteer Signature _____ Date _____

SCHOOL OFFICE USE ONLY:

Sex Offender Clearance	Yes	No	Date Completed:
Confirm Identity/Photo ID	Yes	No	Completion Date:
Application Complete	Yes	No	Completion Date

Principal's Signature _____ Date _____

Solicitud de Voluntario
Distrito Escolar de Sulphur Springs Union

INSTRUCCIONES PARA VOLUNTARIOS

1. Contestar y tramitar esta solicitud al plantel escolar (o planteles), junto con una credencial o identificación oficial para ser fotocopiada.
2. Una vez que se tengan todas las autorizaciones necesarias, el plantel escolar (o planteles) le comunicarán su fecha vigente de inicio.

ESCRIBIR EN LETRA DE MOLDE O EN COMPUTADORA

Apellido	Nombre	Segundo Nombre	Nombre Anterior (También Conocido/a Como) AKA
Fecha de Nacimiento	Género (encerrar)	Teléfono	Correo Electrónico

	M	F	()	
Domicilio			Ciudad	Código Postal

NOMBRE(S) DE ALUMNO(S): (si aplica)

Nombre de Alumno _____ Grado _____ Escuela _____ Relación al Alumno _____
Nombre de Alumno _____ Grado _____ Escuela _____ Relación al Alumno _____
Nombre de Alumno _____ Grado _____ Escuela _____ Relación al Alumno _____

En caso de una EMERGENCIA, favor de llamar a: Nombre _____ Teléfono: () _____

ME INTERESA SER VOLUNTARIO/A EN LAS SIGUIENTES ÁREAS

Ayudante para Eventos Escolares _____ Padre de Salón _____ Ayudante de Salón de Clase _____ PTA _____ Otro _____
Nombre del Plantel Escolar (Planteles) _____

¿Alguna vez ha sido condenado por un delito? (Un fallo de culpabilidad no le descarta de poder ser voluntario.)

Sí _____ No _____

Si verdadero, favor de explicar: _____

Entiendo que, al solicitar servir como voluntario del distrito, se me exigirá cumplir con los Procedimientos para Voluntarios del distrito, las políticas de la Junta Directiva, las regulaciones administrativas y las reglas escolares. Los administradores de los planteles escolares podrán exigirle a cualquier voluntario que abandone el plantel escolar si viola las reglas escolares, las regulaciones de la Junta Directiva o las regulaciones administrativas.

Certifico que, bajo la pena de perjurio, toda la información que he proporcionado es verdadera y correcta según mi leal saber y entender, y acepto que el distrito verifique cualquiera de estas declaraciones, a menos que yo haya indicado lo contrario. Libero a todas las partes y personas de toda responsabilidad por los daños y perjuicios que pudieran resultar de la presentación de dicha información proporcionada al distrito, al igual que del uso o divulgación de dicha información por el distrito, o cualquiera de sus agentes, empleados o representantes. Entiendo que cualquier declaración falsa, falsificación u omisión material de información en esta Solicitud de Voluntario podría resultar en no ser aceptado como voluntario.

Firma del Voluntario _____ Fecha _____

SCHOOL OFFICE USE ONLY (SOLO PARA USO OFICIAL DEL PLANTEL ESCOLAR):

Sex Offender Clearance	Yes	No	Date Completed:
Confirm Identity/Photo ID	Yes	No	Completion Date:
Application Complete	Yes	No	Completion Date

Principal's Signature _____ Date _____