

# *Volunteer Handbook*



LAGUNA BEACH  
UNIFIED SCHOOL DISTRICT





# Welcome

Welcome to the Laguna Beach Unified School District (LBUSD). We appreciate your time and effort in helping to make LBUSD the best educational environment for all schools. In this handbook you will find important information that will make your volunteer service successful and rewarding.

Whether you are new or a former volunteer returning to LBUSD, feel free to ask for help concerning anything you don't understand. Your assistance is valued!

## Background Check

In accordance with Board Policy 1240 and California Education Code 35021, volunteers that perform volunteer service **five hours or less per week** will require Megan's Law clearance check through by providing your driver's license to be scanned through our Raptor Visitor Management System. Volunteers that perform volunteer service more than five hours per week, chaperone field trips, transport students, or are otherwise not directly supervised by district staff at all times need to receive Live Scan Fingerprint clearance through the FBI/DOJ prior to volunteering.

## Standard of Conduct

By volunteering with LBUSD, 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 rights, but rather to be certain that the learning environment is not compromised. When a person is aware that he/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 volunteer 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 of equipment.
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
- No 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 from volunteer service.
- This is a tobacco free District. Tobacco products, including vaping devices, shall not be used on District premises.
- No soliciting or selling of products, services, etc. on District property without the prior written approval of the Superintendent or 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.

### **Discipline**

Classroom teachers and school administrators are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining classroom learning environments. 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 your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

### **Equal Volunteering Opportunity**

LBUSD provides equal volunteering opportunities, for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, 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.

### **Resignation/Dismissal**

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

### **Sign In/Out**

All volunteers check in each day at the school office. Please return back to the office to check out at the end of your designated volunteer time.

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

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

### **Tuberculosis Risk Assessment**

If prolonged exposure to students is expected, a volunteer may be required by the site administrator to have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

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

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

# Other Policies

## 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 any event, condition, rule, or practice which the volunteer believes violates his/her civil rights, or treats him/her unfairly while volunteering. (Refer to Board Policy 1312.3, Uniform Complaint Procedures). Volunteers should attempt to resolve a grievance by discussing their concern with the school administrator.

## Office Machines

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 may use computers that are located in classrooms as directed by the teacher. 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 copyright materials. The District shall provide no legal support to any volunteer who violates copyright laws.

## Parking Lot

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

## Personal Phone Calls

Cell phones are to be placed in vibrate or silent mode during your volunteer time. Personal phone calls should be made off campus to avoid disruptions. Volunteers must not photograph or video students unless you have permission from site personnel.

## Siblings

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. 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 young children (laminating machines, paper cutters, scissors, staplers, copy machines, etc.)

## Staff Lounge Guidelines

The staff lounge should not be used as a "workroom." Cutting, pasting, collating, etc. should be done in the classrooms, teacher workrooms, or the office workrooms. Teachers should not send volunteers to work in the lounge.

## Theft

No item purchase or supplied by the District should ever be removed from school sites without the express authorization of your site administrator. It is highly recommended that volunteers not bring excessive amounts of money or valuables on campus. If you carry a purse, ask to place it in a secure location. LBUSD is not responsible for personal items lost or stolen.

## Ways to Work with Students

- Relax and be yourself
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage students to try and do activities to the best of his/her ability
- Praise individual students for a job well done
- Encourage positive behavior by acknowledging students who are doing things correctly
- Remember that a student often responds better to positive reinforcement
- Proceed at the student's own rate of speed
- Don't do for a student what he/she can do for him/herself
- Call the students by name at each opportunity
- Be flexible
- Be patient





# DEFINITION OF A VOLUNTEER



LAGUNA BEACH  
UNIFIED SCHOOL DISTRICT

Dear Volunteer Applicant,

Thank you for your interest in becoming a volunteer with Laguna Beach Unified School District. We encourage parents and community members to get involved with their schools. Your participation enhances the instructional program and motivates and encourages students.

## **Definition of a Volunteer:**

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 before, during, or after school hours. There are two types of volunteers:

- Tier I Volunteers – non-student contact and/or supervised volunteer.  
Examples: front office/copy volunteers, committee volunteers, volunteers that work under the direct supervision of District Staff. Typically involves 5 or fewer hours per week.
- Tier II Volunteers – student contact volunteer.  
Examples: coach, tutor, or other unsupervised school settings (i.e. chaperone or overnight school-sponsored trips, driver of students). Typically involves 5 or more hours per week.

## **Requirements of Tier I Volunteers:**

- Read LBUUSD Volunteer Handbook
- Submit signed Volunteer Application
- Check in through Raptor Visitor Management System at front office when volunteering
- Wear District-issued identification badge whenever volunteering

## **Requirements of Tier II Volunteers:**

- Read LBUUSD Volunteer Handbook
- Submit signed Volunteer Application
- Live Scan Fingerprint Clearance
- Check in through Raptor Visitor Management System at front office when volunteering
- Submit to a tuberculosis risk assessment
- Wear District-issued identification badge whenever volunteering



# VOLUNTEER APPLICATION



LAGUNA BEACH  
UNIFIED SCHOOL DISTRICT

Dear Volunteer Applicant,

Thank you for your interest in becoming a volunteer. You are an integral part of the Laguna Beach Unified School District. Your participation enhances the instructional program.

A volunteer is a parent, community member or other adult with assists at a school site or program on a regular or semi-regular basis before, during, or after school hours. There are two types of volunteers. Please select:

### TIER I VOLUNTEER

May perform service on the school campus five or fewer hours per week. As a Tier I Volunteer, I understand I will need to be cleared through the Raptor Visitor Management System each time I check in on campus

### TIER II VOLUNTEER

May perform service on the school campus five or more hours per week; chaperone on field trips; attend or chaperone overnight school-sponsored trips; and drive students to approved school sponsored activities. As a Tier II Volunteer, I understand I will need to receive Live Scan Fingerprint clearance through the FBI/DOJ prior to volunteering. If required by the site administrator, I shall have on file a certificate showing that I have submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

Name of Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Site: \_\_\_\_\_ Email Address: \_\_\_\_\_

I am aware that during the course of volunteering, confidential information may be made available to me. I will not disseminate this information within or outside the school community. I understand that my volunteer services are terminable at will either by myself or LBUSD. I have read the LBUSD Volunteer Handbook and understand the requirements to volunteer at LBUSD.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date