

ADELANTO ELEMENTARY SCHOOL DISTRICT



VOLUNTEER HANDBOOK

AESD strives to be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

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For school locations, addresses and phone numbers, and other district information, please access the district website at www.aesd.net

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WELCOME FROM THE ADELANTO ELEMENTARY SCHOOL DISTRICT

Dear Parent/Guardian and Community Members,

The Adelanto Elementary School District Governing Board and Superintendent encourage parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. With the new energy and resources caring volunteer members of our community bring, the opportunity to meet the individual achievement needs of each child is greatly increased. This handbook is designed to provide practical information that will assist in volunteer placement and assignments. It is our goal to support volunteer work so that the time spent with our students is worthwhile for the volunteer as well as our students. To all those who give of their time and talent, we wish to offer our sincere thank you for helping make a difference in the lives of our students.

We hope that your experience with our students, staff and families is a positive one. Please know that we are very appreciative of your time, patience and generosity.

Sincerely,

Human Resources Department

Mission Statement

To prepare every student to be successful in high school, in college, in career, and in the 21st century global community

Vision Statement

To be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success

VOLUNTEER GUIDELINES

The following procedures are to be followed by every school with respect to volunteers and visitors on school campuses.

DEFINITIONS:

1. A volunteer is defined as an individual who, with school district authorization, voluntarily assists schools, educational programs, or students on a regular and ongoing basis, without financial compensation, to benefit Adelanto Elementary School District students. A volunteer is required to complete a Volunteer Application, Code of Conduct form, fingerprint clearance and Megan's Law Background Check.
2. A visitor is defined as an individual who, with school district authorization, attends a student performance, back-to-school event, class party, or is observing a classroom, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination. A visitor must sign-in at the school office.

SIGN-IN PROCEDURES:

- Volunteers and visitors are required to sign-in at the school office each time they are on campus. Volunteers/Visitors will be asked to present picture identification at the time they sign in.
- The sign-in registry should include a place for first and last name, date, reason for visit, location person is visiting, and the time they reported. • For visitors, the office staff must notify an administrator, teacher, or other staff member the visitor will contact while on campus.
- All volunteers and visitors will be required to wear an identification badge issued by the school district at all times.
- Volunteer and visitor badges must never leave the school the volunteer or visitor is attending; badges must be returned to school office prior to leaving the site.

**If you would like to volunteer at one of our schools
See Volunteer Memo on page 7.**

ALL VOLUNTEERS MUST BE DIRECTLY SUPERVISED BY A STAFF MEMBER AT ALL TIMES AND MUST NOT BE LEFT ALONE WITH STUDENTS.

CONT - GUIDELINES

The following points about confidentiality, staff relations, and assigned responsibilities provide a code of ethics to guide parent volunteers in most situations they will encounter.

CONFIDENTIALITY: Parent volunteers must respect both the student and school confidentiality.

Discuss a student's performance and problems **ONLY** with those staff members serving that student, **NEVER** with the parents or outsiders.

All parent questions about their children should be directed to the teacher.

Parent volunteers should not question school policies in the presence of students or outside of the school but may pursue their own personal concerns and inquiries through the school's designated channels.

STAFF RELATIONS:

Parent volunteers need to support the teaching methods and materials used by the supervising teacher, especially in the presence of the student, parent and other volunteers.

If you have any questions, concerns, etc., address them privately with the teacher.

ASSIGNED RESPONSIBILITIES:

Parent volunteers should use the same method of instruction and behavior management as the teacher.

If you choose to attempt any methods other than those normally used, they must first be discussed with and approved by the teacher.

VOLUNTEER APPLICATION PROCESS

Every parent is encouraged to volunteer to enrich the school experience for their student.

Any person interested in participating in a school's volunteer program, including continuing volunteers and AESD employees, must complete a volunteer application. Volunteers must update their application at the beginning of each school year. Continuing volunteers may re-apply to serve as volunteers for the next school year.

SUBMIT TO THE SCHOOL OFFICE

- ✓ Complete Application
- ✓ Signed Volunteer Code of Conduct
- ✓ Tuberculosis test clearance- WITHIN 4 YEARS
- ✓ Appropriate Identification – SEE BELOW UNDER FORMS OF IDENTIFICATION
- ✓ Schedule Volunteer Orientation

DISTRICT OFFICE CLEARANCE

- Megan's Law
- Fingerprinting
- Board of Education Approval

FORM OF IDENTIFICATION

Acceptable *primary* forms of photo identification include any of the following:

- California Driver's License
- Department of Motor Vehicles Identification Card
- Out-of-state driver's license

In the absence of an identification listed above, please submit ONE of the following:

- State government issued Certificate of Birth
- Marriage Certificate (Government issued certificate)

And TWO of the following:

- Utility Bill (address)
- Paycheck stub with name/address
- voided check or bank statement
- Vehicle registration card/title

Adelanto Elementary School District VOLUNTEER CODE OF CONDUCT

This document defines the **Adelanto Elementary School District requirements** for all school volunteers.

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office and at the designated volunteer sign-in station at the time of volunteer service.
2. I will wear or show volunteer identification at all times as required by the school/district.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not disturb or disrupt the academic program for students or staff.
6. I will **not** contact students, staff or parents outside of school hours.
7. I agree not to access, review, disclose or use confidential student, staff or parent information. Or exchange telephone numbers, home addresses, e-mail addresses or any other student directory information with or about students, staff or parents. I will maintain confidentiality at all times including outside of school.
8. I understand that any information about parents, staff and/or students remains confidential and cannot be disseminated to any other person or organization.
9. I will share with teachers and/or school administrators **any** concerns that I may have related to student welfare and/or safety.
10. I agree **not** to transport students.
11. I will not take, disclose, use, or disseminate student photographs or personal information about students, self, or others to anyone.
12. I agree to follow the district procedures for maintaining TB clearance, screening of volunteers, and the assignment of volunteers.
13. I will not act as an unauthorized spokesperson or representative of the district.
14. I agree to comply with all AESD policies and school rules applicable to school staff as well as all directions from the school/district administrators and staff while serving as a volunteer.
15. I can only volunteer at schools where I have been approved. (To volunteer at any other site I must have written authorization of the site administrator.)
16. Volunteer badge will remain at the school site.

I agree to follow the Volunteer Code of Conduct at all times. I further understand that my authorization to serve as a volunteer may be terminated by the Superintendent and/or school principal at any time if it is determined that termination is in the best interest of the school or students.

PROFESSIONALISM AND ETHICS

Information concerning students is confidential and should be given only to others by the teacher or principal, only as authorized by law.

Public remarks reflecting on a student's abilities and family background are improper; and one should refrain from gossiping about a child in the lounge, at home, or elsewhere. Be discreet in the use of available information about students.

Problems may become apparent with students. Regardless of the nature of the problem-educational, health, neglect or abuse - do report these to the teacher or principal immediately so steps may be taken to correct them.

When a problem arises, be a part of the solution. Seek the help of those who are responsible for the overall supervision of that particular area, and give him/he an opportunity to exercise prudent judgment and action in the solution.

Take pride in your work. Offer suggestions to the teacher when you think you have a workable idea. Don't be offended if suggestions are not always followed or accepted. REMEMBER, the teacher is accountable for the direction of the classroom program.

DRESS AND GROOMING

The Governing Board believes that appropriate dress and grooming by district volunteers contribute to a productive learning environment and model positive behavior. During school hours and at school activities, volunteers shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of volunteers or students. All volunteers shall be held to the same standards.

SCHOOL PROCEDURES

Thank you for all your support and assistance. In order to help clarify procedures, the following should assist you:

- Please keep cell phones off or on vibrate when in the classroom.
- Please sign in at the front office, and wear a badge. Badges are to be kept at the school site.
- Paper is stored in the workroom.
- The copy machines in the workroom require a pass number. Please get this from the teacher you are helping.
- The principal or designee has priority in using the copy machine. The following are priority runs.
 - The teacher or designee urgent need for additional copies.
 - Teacher or designee urgent need for class set of copies.
- Please have Principal approve all flyers, letters, etc. being distributed to students, parents and staff. Allow a minimum of one day to have it returned to you.
- Children (preschool or Adelanto students) are not allowed in the workroom. Children need to use student restrooms.
- Please DO NOT go into any classes, due to instruction, unless gaining prior approval through Principal unless volunteering in the classroom. Allow a minimum of one day, so he/she can alert teachers and coordinate schedules.

A MEMO FROM A STUDENT

- Show your acceptance of me by listening to what I have to say.
- Try to see me from my point of view. Put yourself in my place.
- Don't spoil me. I know quite well I ought not to have all I ask for- I'm only testing you
- Don't be afraid to be firm with me. I prefer it. It makes me feel more secure.
- Don't let me form bad habits. I have to rely on you to detect them in the early stages.
- Don't correct me in front of people. I'll take much more notice if you talk quietly with me in private.
- Don't make me feel my mistakes are big sins. It upsets my sense of value.
- Don't make too much of my small ailments. Sometimes they get me the attention I need.
- Don't nag. If you do I shall protect myself by appearing deaf.
- Don't make rash promise. Remember I feel "let down" when the promises are broken.
- Don't be inconsistent. That completely confuses me and makes me lose faith in you.
- Don't tax my honesty "too much." I am easily frightened into telling lies.
- Don't forget that I cannot explain myself as well as I would like. That is why I am not always accurate.
- Don't tell me my fears are silly. They are "terribly real." You can do much to reassure me if you try to understand.
- Don't put me off when I ask questions. If you do, I'll stop asking and seek information elsewhere.
- Don't ever suggest that you are perfect or infallible. It gives me too great a shock when I discover you are neither.
- Don't think it is beneath your dignity to apologize to me. An honest apology makes me feel surprisingly warm to you.
Don't fail to help me set and maintain "standards." If I grow up without them, I'll blame you!

DISASTER PREPAREDNESS

KEEP CALM - DO NOT RUN

IF INDOORS: "Drop and Hold" Position

Drop to the floor beneath a desk, chair, table, or bench with your back to any windows and hold the object you are under. This is called the "Drop and Hold" position.

If you cannot get beneath an object, drop to the floor in a bent and crouched-over position.

After the shaking is over and/or evacuation signal is given, go to the Student Supervision Area as designated by the Site Commander.

IF OUTDOORS:

Get away from all buildings.

Stay clear of walls, power poles, trees, loose wires and fences.

Lie flat on the ground. Bury your face in the crook of one elbow and place the other hand over the back of your head.

IF EN ROUTE OR FROM SCHOOL:

The safest place to be is in the open -- stay there.

Move away from building, trees, and exposed wires. DO NOT RUN!

After the earthquake, if on the way to school, continue to school.

After the earthquake, if on the way home, continue home.

EQUIPMENT LIST

Please ask for training and handle equipment safely.

- Xerox Machine - Large, computerized, and used for large jobs or detailed work. Has many extra features.
- Office Xerox Machine - Up front use for small jobs and office use only.
- Risograph/Duplo Machine - High speed duplicator, use for construction paper and card stock.
- Laminator - Used to coat paper with protective film.
- Poster Machine - Used for making multi-colored posters.
- Ellison Cutter - Used for the letter, shapes, and symbols cut outs.
- Book Binder - Used to spiral bind pages into booklets.
- Laminator Cutter - Used to cut straight edges from the laminated pieces.
- Paper Cutter - Used to cut multiple pieces of paper.

VOLUNTEER ACKNOWLEDGEMENT OF DUTY NOT TO RELEASE CONFIDENTIAL INFORMATION

As a volunteer of the Adelanto Elementary School District, you hereby acknowledge that, at all times, you have an absolute duty to protect the confidential nature of information to which you may be privy in your duties. This includes confidential information about students, staff members, or on any topic properly confined to a closed session of the school board, or otherwise not readily available to the public. This also includes any information relating to matters which you may be made privy to through the course of the day, even if not in the scope of your job (For example, a worker who overhears or sees sensitive student information while working in an area where the information is discussed/contained). (*See also* 20 U.S.C. § 1232g; 34 C.F.R. § 99; Cal. Educ. Code §§ 49060 *et seq.*, 35146; Cal. Govt. Code § 1098, 54957, 54957.2, 54957.6.)

Any volunteer who releases any confidential information from the District is subject to various consequences, which can include disciplinary action up to and including dismissal from employment, as well as potential civil and/or criminal repercussions. Further, following such release, other additional internal steps may become necessary to prevent any further unauthorized release of such information, such as limiting access to that employee. (*see* board policy No. 4319.23)

The District understands that, in certain work situations, confidential information needs to be shared among staff and others, on a need-to-know basis. Accordingly, such "need-to-know" situations are not prohibited under these directives. These may include:

- 1) When confidential pupil records are provided to parents/guardians, or to any of the individuals or groups specifically allowed to receive pupil records without parental consent, pursuant to statute. (Cal. Educ. Code §§ 46069 *et seq.*, 49076.)
- 2) When potentially confidential information is required to be provided to law enforcement officials by school employees, designated as mandatory reporters, under the Child Abuse and Neglect Reporting Act. (Cal. Penal Code § 11164 *et seq.*)
- 3) When the exchange of potentially confidential information is necessary to identify, refer, and assess students who may have special needs and to develop, implement and review instructional programs for these students if necessary. (Cal. Educ. Code § 56300 *et seq.*)
- 4) When required through a lawfully issued subpoena on sworn testimony.
- 5) Other circumstances in which a school volunteer is specifically required or allowed, under state or federal law, to provide information that would otherwise be considered confidential.

The District respects your right of expression and in no way wishes to discourage you from exercising this right. However, it is also cognizant of the sensitive nature of the information that volunteers may acquire in the course of performing their duties and the concurrent obligation to refrain from disclosing confidential information. If you, at any time, encounter a situation in which you are unsure as to how to act, based on the potential for release of confidential information, you must immediately contact your supervisor to discuss the matter and obtain direction.

DISCRIMINATION AND SEXUAL HARASSMENT IS AGAINST THE LAW

The California Constitution of the state of California fully guarantees and protects each student's fundamental right to a public education. The California Legislature has enacted numerous laws designed to promote equality in educational opportunities and to safeguard students against discriminatory practices in public schools.

School districts and their employees and volunteers are prohibited from sponsoring any activity or from giving instruction which adversely reflects upon persons because of their race, sex, color, creed, handicap, national origin, ancestry, or any other classification covered under the law. Instructional material used in public schools must not include matter which is discriminatory. Violations of any of these laws should be brought to the attention of the Superintendent or governing body of the school district.

The Office for Civil Rights (OCR) enforces five federal statutes that prohibit discrimination in programs and activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and age discrimination is prohibited by the Age Discrimination Act of 1975.

Any sexual harassment or other sex discrimination in educational institutions against students or nonstudents is prohibited. Furthermore, any form of sexual harassment or other sex discrimination in any academic, athletic, or extracurricular program or activity is prohibited. This prohibition of sexual harassment and discrimination extends to both academic and nonacademic personnel in employment as well.

DRUG AND ALCOHOL-FREE WORKPLACE

Volunteers are one of the most valuable resources for an educational organization and their health and safety is therefore a serious concern. The Adelanto Elementary School District will not tolerate any drug use which impedes the health and well-being of its employees or threatens its operation.

The use of illegal drugs and the abuse of other controlled substances, on or off duty, are inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs on or off duty tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the operation of the Adelanto Elementary School District.

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

Adelanto Elementary School District requires that every newly-hired employee be free of alcohol or drug abuse. Adelanto Elementary School District will not hire any applicant who fails to pass the pre-employment drug test. Compliance with Adelanto Elementary School District substance abuse policy is a condition of employment. Failure or refusal of an applicant to cooperate fully, sign any required document, or submit to any required test will be grounds for withdrawal of any offer of employment.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to the federal Omnibus Transportation employee Testing Act of 1991, school bus drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Pursuant to California Education code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education code 44011. If any such conviction is reversed and the person is acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years.

The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education code 44425, whenever the holder of any credential issued by the State Board of Education or the commission for Teacher Preparation and licensing has been convicted of a controlled substance offense as defined in Education code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential (Education Code 44425).

Pursuant to Education code 44940, the district must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code 45304, the district must immediately place on compulsory leave of absence any classified employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code 45304, the district may immediately place on compulsory leave of absence any classified employee charged with certain controlled substance offenses.

ACKNOWLEDGMENT OF THE RECEIPT OF VOLUNTEER HANDBOOK

My signature below confirms that I have received a copy of the Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of the Adelanto Elementary School District. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

Volunteer's Name (Print)

Volunteer's Signature

Date signed

Administrator's Name (Print)

Administrator's Signature

Date signed