

Capistrano Unified School District



Volunteer Handbook

CUSD WELCOMES YOU

Welcome

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

Background Check

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

Standards of Conduct

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

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

- Observing safety rules at all times and using common sense in operating any type of equipment
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness
- "Zero Tolerance" for the possession of any type of firearm, weapon or explosive on District premises.
- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
- This is a tobacco free school district. Tobacco products 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 his designee.
- Refraining from proselytizing in regard to religion or politics on District property.
- Maintaining the confidentiality of all personal and privileged information.

Policies and Procedures that all Volunteers Should Know

Absence and Punctuality

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

Sign In/Out

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

Workers Compensation

Volunteers are covered by the District Workers' Compensation plan. If a volunteer is injured as a result of a "jobs related activity" he or she may qualify for Workers' Compensation benefits. If you wish to pre-designate a physician you may notify the District Insurance office, prior to an injury on District Form B-53. That physician must, however, have previously directed treatment for you, and must have your medical history and records.

In the event of an "industrial injury," an injury or illness which occurs while you are performing your volunteer work, you must adhere to the following procedures:

1. Report your injury to the school administration office immediately, no matter how small your injury may seem.
2. If medical attention is necessary, contact the District Insurance Office at (949) 234-9402.

The District Insurance Office must pre-authorize your visit to a medical facility or your designated physician.

Discipline

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

Confidentiality

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

Equal Volunteering Opportunity

Capistrano Unified School District 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.

Volunteer Relations with Students and Their Families

The success of CUSD'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 Capistrano Unified School District.

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.

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 relationship with any individual.

Other Policies

Siblings

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

Office Machines (Copyright)

The staff appreciates volunteers helping teachers prepare classroom materials. Volunteers should be trained on the correct usage of all office equipment. It is also very helpful if volunteers are willing to step aside and allow teachers or office staff to interrupt them and use machines during recess or on occasions when staff members need immediate access to machines or equipment at school. District equipment is only to be used for educational/school purposes. They are not for personal use. Parent volunteers should use computers that are located in classrooms or teacher workrooms. Volunteer flexibility and cooperation in this area is greatly appreciated. All volunteers shall adhere to the provisions of the federal copyright law and maintain the highest ethical standards in using copyrighted materials. The District shall provide no legal support to any volunteer who violates copyright laws.

Computer Software (Copyright)

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

Dress Code

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

Grievances

A grievance is defined as any event, condition, rule, or practice which the volunteer believes violates his/her civil rights, or treats him or her unfairly while volunteering. (Refer to Board Policy 1312.3, page 23) Volunteers should attempt to resolve a grievance by discussing their concern with the school administrator.

Staff Lounge Guidelines

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

Personal Phone Calls

You are permitted to use the phone to place local calls when necessary. Incoming urgent calls will be directed to you.

Please do not photograph or video students unless you have permission from site personnel.

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.

Theft

No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your site administrator. Theft of personal items has not been a problem for the District, but it is highly recommended that volunteers not bring excessive amounts of money on campus. If you carry a purse, ask to place it in a secure place.

Safety Rules

The following is a list of general safety rules for all workers. Employees and volunteers are required to comply with these rules.

- Under no circumstances shall a volunteer place themselves, a co-worker, or a student in a hazardous situation.
- Work area (on or off site) are to be kept neat, orderly, and clean. Report unsafe conditions to your supervisor immediately.
- Personal protective equipment (goggles, shoes, gloves, respirators, coveralls, etc.) must be worn at all times when specifically required. Loose jewelry or clothing should be avoided.
- Follow good lifting practices. Ask for help when needed and help others lift or carry heavy or bulky objects when necessary. Stack materials safely.
- Do not start or attempt to repair defective electrical equipment.
- Use tools and school machines only for their intended purpose. Do not use defective tools, equipment, or machinery. Do not remove guards or safety devices on power tools or equipment.
- Know the location of alarms and fire extinguishers.
- Know evacuation procedures
- Always keep personal property secured.

Volunteer Opportunities

Following is a partial list of volunteer opportunities. For additional information on the areas where volunteer services are needed, please contact your school principal.

Assist in Classrooms

- Read stories to children
- Operate listening center equipment
- Work with children in special interest areas
- Present learning game activities to children

- Prepare and present materials for art, physical education, and music activities.
- Check books out to children.
- Check out instructional materials used directly by children.
- Accompany groups on field trips.
- Assist with campus special events.
- Assist with PTA activities and functions.
- Tutor students.
- Assist in school office.
- Share technology skills
- Share travel experiences.
- Assist with music and drama presentations.

Ways To Work with Students

- Relax and be yourself.
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done.
- Encourage positive behavior by making notes of students who are doing things the right way.
- Remember that a student often responds better to suggestions, rather than commands.
- Proceed at the student's own rate of speed.
- Don't do for a student what he or she can do for him or herself.
- Call the student by name at each opportunity.
- Approach a subject in a very specific way. In planning with the student, keep your expectations few, short, and clear.
- Be flexible! Don't be afraid to admit your mistakes, nobody is perfect. Students are delighted with this honesty. It gives them a chance to "teach you" and an opportunity for the two of you to learn together which is important both academically and personally.
- Be patient – remember teachers and students are human. They will have good days as well as bad days, and will not perform at 100% efficiency at all times.