PLEASANT VALLEY SCHOOL DISTRICT

Volunteer Handbook

2023-2024 School Year

Welcome, Volunteers!

The volunteer program at the Pleasant Valley School District is designed to encourage parent/guardian involvement, while ensuring that steps are taken to protect our students' safety.

A school volunteer is a person willing to take time to share time, expertise and experience with our future leaders, our students. A school volunteer helps enhance and enrich the students' learning experiences by working under the direction of the teachers and school personnel. Education is a team effort and volunteers are an integral part of the school team. As a team, we work to achieve our goals, as outlined in the PVSD Strategic Plan:

1. Ensure increased student achievement through high expectations for all

To ensure that 100% of students in PVSD are prepared for high school, college, and beyond, we must have high expectations for every student and provide them with a high-quality education, resulting in a rigorous and comprehensive learning experience.

2. Provide a healthful environment where all students feel welcome, safe, and connected

To ensure that 100% of students in PVSD are prepared for high school, college, and beyond, we must create an environment where all students feel safe, healthy, and connected. Supporting student learning extends beyond rigorous and comprehensive learning experiences. Addressing the socio-emotional needs of all students is critical to their success.

3. Maintain a fiscally sound budget that equitably aligns and maximizes available resources

To ensure that 100% of students in PVSD have full access to an equitable and inclusive learning experience that prepares them for middle school and beyond, we must be good stewards of our District resources. We must formulate a comprehensive, yet targeted, budget that is informed by our guideposts, the needs of students, and the expectations of our school and District communities.

4. Engage in open, meaningful, and continuous communication

To ensure the engagement of 100% of our PVSD community, we must provide relevant and timely information, maintain two-way lines of communication, and create opportunities for reflection and feedback.

It is our goal that this handbook will serve as a reference for our volunteers. These guidelines have been established to provide an effective volunteer program that ensures a safe environment for you, the students, and our staff. We are extremely appreciative of our community resources and thank you for providing your time, talents and wisdom as a school volunteer.

What is a volunteer?

A volunteer is a person, 18 years or older (21 years or older for overnight activities), who renders service to the District and its programs without receiving remuneration (monetary compensation) of any kind. A volunteer may be a parent/guardian, District employee (outside of course and scope of employment), or community member who submits an application to participate in the volunteer program. All volunteers must be approved by the District to participate in the program prior to providing a service. Volunteer may include classroom helpers, tutors, athletic coaches, school garden assistants, mentors, and field trip chaperones.

Volunteer types: Supervised Volunteer

TITLE	DESCRIPTION	SUPERVISED BY	REQUIREMENTS
Classroom	Assists classroom teacher, working in the classroom with individual students or small groups, performs clerical tasks or presents information to the class in the area of expertise	Teacher	• *Volunteer Application* • *Volunteer Agreement* • *Handbook* • *Sign-in via Raptor System*
TAP Room	Assists teachers and staff with copying and/or preparing instructional materials	Principal	
Office	Assists school staff with copying, collating and/or preparing information packets for families and special events	Office Staff, Principal	
Field Trip Chaperone	Assists teachers during field trips to supervise a small group of students	Teacher	

Volunteer types: Unsupervised Volunteer

TITLE	DESCRIPTION	SUPERVISED BY	REQUIREMENTS
Coach*	Serves as the head coach or assists the head coach with student sports, practices and athletic competitions	Principal	• *Volunteer Application* • *Tuberculosis Clearance* • *Volunteer Agreement* • *Handbook* • *LiveScan Fingerprints* • **Concussion, cardiac arrest, heat illness, CPR* • *Sign-in via Raptor (when on campus during school hours)*
Overnight Field Trip Chaperone	Supervises students on a field trip without direct oversight of a Certificated employee at all times; including hotel rooms or campouts	Principal; Teacher	
Activities during recess, lunch, after school - without certificated person present	Organizes and supervises clubs, teams (non-athletic), or events without direct oversight of a Certificated employee at all times	Principal	

Getting started

In order to sustain a safe environment for our students, the District requires that all prospective volunteers complete a Volunteer Application, Volunteer Agreement, Handbook Acknowledgement, and background check.

Step 1 Complete & submit paperwork

Complete and submit the Volunteer Application, Volunteer Agreement, and Handbook Receipt and Acknowledgement to your school's office staff.

Your application will be reviewed. If necessary, the office staff will forward your information to Human Resources to schedule LiveScan (fingerprinting) and review additional requirements for unsupervised volunteers (e.g. coaches, overnight field trips). LiveScan is conducted at the Ventura County Office of Education and is by appointment only.

Step 2 Wait for school office to contact you

Once the process is complete, your school office will contact you.

Preschool volunteers will also need to show proof of immunization against pertussis (Tdap) and measles (MMR), and must obtain an influenza shot by December 1st of each year (as required by SB972).

About the process

The Principal or designee at each school site, in cooperation with Human Resources, shall be responsible for verifying that appropriate clearance processes have been performed before an individual can begin his/her volunteer services or assignment for the school district.

All volunteers must go through a background check. This is a necessary requirement to ensure the welfare and safety of our students.

Education Code §45125 prohibits contact with students by anyone who has been convicted of a serious or violent felony.

Volunteers: Required documents

Preschool, TK-8th grade

- Photo Identification
- Volunteer Application
- Adult Participation Agreement
- Handbook Receipt and Acknowledgement
- Proof of Tuberculosis Clearance or Waiver as needed
- LiveScan (fingerprinting) as needed

Additional requirements for preschool

- Proof of Immunization against pertussis (Tdap)
- Proof of Immunization against measles (MMR)
- Obtain an influenza shot by December 1st of each year

Background check

Volunteers that take on the considerable responsibility of working with students outside the supervision of Certificated Staff are fingerprinted (EC §45125). Fingerprints are obtained through a computerized LiveScan method. The fingers do not need to be inked. The scanned fingerprints are sent to the State of California's Department of Justice.LiveScan clearance is good for up to a maximum of 4 years provided that the volunteer maintains consecutive (year-to-year) volunteer service evidence by initial application followed by updated renewal application annually each school year. A break in continuous service will require resubmission of the annual application and LiveScan clearance process. Fingerprinting is available by appointment at the Ventura County Office of Education and costs $67.Volunteer who will work closely with a certificated staff member of the District do not need to complete the LiveScan process and are instead checked against the California Megan's Law online database via the Raptor System.

Tuberculosis & immunization

All unsupervised volunteers are required to have a negative Tuberculosis (TB) screening taken within 12 months of initial service and each 4 years thereafter. A volunteer can obtain a TB screening from their personal physician, by the Health Department (if eligibility requirements are met), or from any other health clinic. If the PPD Tuberculin screening yields "positive" results, the volunteers will be required to have a chest x-ray. Volunteers may submit a Tuberculosis Risk Assessment in lieu of a PPD Tuberculosis screening. The Risk Assessment must be certified and signed by a licensed medical professional.Beginning September 1, 2016, there are new immunization requirements (SB 277) for parents/guardians and community members who volunteers for early childhood education (Preschool, Transitional Kindergarten). Preschool and TK volunteers are now required to have current TB screening and immunization record showing a Measles, Pertussis, and Flu vaccine. All other volunteers only require a TB screening.Please note, the District does not reimburse any costs associated with these screenings.

Volunteer guidelines

Students observe and learn from the behavior of the adults around them. Volunteers are expected to exhibit proper decorum, good manners, and respect and kindness toward children and adult alike.Volunteers should not try to be a peer or buddy to students; children are best served when adults act like adults and maintain appropriate boundaries.

Volunteers serve at the discretion of the teacher of other supervisor and should not substitute their personal judgment for that of the teacher or supervisor. For example, volunteers should not introduce new concepts, assign grades to students, or call a student's parent, unless instructed to do so. Personal privacy and student safety are of paramount concern.

Volunteers may not:

- Leave students unsupervised
- Give out information about any student; requests for student information should be referred to the school office
- Place their hands on students
- Give any food or candy to a student
- Loan or borrow money from a student or hold a student's property
- Talk to students about the volunteer's personal life
- Share personal phone numbers with students
- Engage in social media or email with students
- Use inappropriate language
- Transport students in their personal vehicle

Volunteers must dress in a professional and businesslike manner, wearing clothing in good condition and free from slogans or advertisements and not promote any product, belief, or organization. Clothing should support a positive, safe school climate and be in alignment with Board policies. Footwear should be appropriate for the school setting and protective due to variations in different volunteer assignments.

Whenever volunteers have questions, they should ask their supervisor. At all times, the site administrator has the right to guide or terminate a volunteer's service on campus. Volunteers who believe they have been treated unfairly may speak to the school principal or site administrator.

Volunteer responsibilities

By volunteering with the Pleasant Valley School District, you have the responsibility to the District and to your fellow volunteers, to adhere to certain rule 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. Our organization is a better place to work for everyone when expectations are clear.

Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.Volunteers should review Board Policy and/or their School Handbook when clarification is needed regarding the following:

- Develop a partnership with the teacher or staff member to whom you are assigned
- Always report any suspected child abuse to the Principal/Designee immediately
- Dress according to District dress code and Professional standards
- Become familiar with the bell schedule at your school
- Become familiar with the “chain of command” at the school site
- Use the school map to become familiar with the location of restrooms, playgrounds, parking areas, etc…
- Review the school’s emergency disaster, fir and evacuation procedures
- Become familiar with the school handbook
- Abide by all applicable school rules and District policies and regulations
- Maintain a drug-free, alcohol-free and tobacco-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 that do not impair volunteer performance) will result in immediate dismissal.
- Agree to NOT solicit or sell products, services, etc…, on District property without the prior written approval of the Superintendent or designee
- Only use adult restrooms
- Agree to NOT post transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment
- Agree to NOT engage in social media with students
- Agree to NOT exchange telephone numbers, home addresses, or email addresses, (including social network information) with student for any purpose
- Agree to NOT disclose, use or disseminate student photographs or personal information about students, self or others
- If an accident occurs, immediately notify a staff member. Never move a child involved in an accident. A member of the school staff will initiate proper procedures.
- Do not engage with other adults or students in negative comments about staff or students.

Safety rules for volunteers

The Pleasant Valley School District takes a proactive stance on the safety and wellbeing of all its students and staff. Here is a list of general safety rules that all volunteers and District employees are required to follow. Below are tips to keep you safe.

- Work areas (on and off site) are to be kept neat, orderly, and clean. Report unsafe conditions to your supervisor or District staff member immediately.
- Under no circumstances, shall a volunteer place themselves, a co-worker or a student in a hazardous situation.
- Never use chairs, desks, tables, etc…, when accessing overhead storage or in lieu of a ladder. Always use the appropriately sized stepladder or have a District employee access the overhead storage item for you.
- Follow good lifting practice. Ask for help when needed and help others lift or carry heavy or bulky objects when necessary. Stack materials safely.
- Use tools and school machines only for their intended purpose. Do not use defective tools, equipment, or machinery.Do not remove guards or safety device on tools or equipment.
- Do not start or attempt to repair defective equipment.
- Personal protective equipment (goggles, shoes gloves, etc…) must be worn at all times when specifically required by a District staff member.
- Be familiar with the location of fire extinguishers and fire alarms. Most often, you will see them mounted on the wall near exit doors.
- Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers. Do not open more than one upper drawer at a time, particularly the top drawers on a file cabinet.
- All District schools and facilities are a smoke-free zone.Smoking is not permitted on the school grounds.
- All volunteers and employees are to familiarize themselves with school site emergency procedures such as fire, earthquake, and intruders on campus.
- All injuries shall be reported promptly to your supervisor designees so that arrangements can be made for medical or first aid treatment.

Volunteer procedures

- Signing In/Out – All volunteers must sign in each day and wear the volunteer badge printed by the Raptor System. The badge is to be worn at all times while on school grounds.
- Attendance – Punctuality and reliablity are expected since students are counting on you. Please inform teachers in advance of planned absences and call the school for unforeseen absences. Students will be disappointed you cannot come, but will be reassured that you cared enough to call.
- Confidentiality – You are responsible for respecting the confidentiality of all students, staff, and priviledged information which you 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 maintin this confidentiality. It is essential that you not share any information about students with your own family, friends, or acquaintances. Disclosure of confidential information could lead to dismissal.
- Sibilings – As a general rule, younger siblings may not accompany volunteers to school when they are volunteerings. Younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to 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, sciosros, staplers, copy machines, etc.).
- Driving and Parking at the schools – Great care must be taken and drivers must watch closely for students and other at all time when driving near schools and/or in parking lots. You should also check with the school office for information as to where you should park.Pay particular attention when students are arriving or leaving the schoo premesis.
- Computer Software – The Pleasant Valley School District does not condone the illegal duplication of software.
- Theft – No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your site Principal or 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 location.
- Suspected Child Abuse or Neglect – If at any time you suspect child abuse, you should report it to the Principal, site administrator or teacher immediately. There are different types of child abuse: Physical Abuse, Sexual Abuse, Emotional Abuse, Self-Abuse/Harm, and Child Neglect. Any incident or visible sign of abuse should be reported immediately.
- Workers' Compensation – Once cleared and approved for volunteer status, you are considered employees for the District for Workers' Compensation purposes.If injured while serving as a volunteer at the District or at any school site, you are to follow the same reporting procedures in a timely manner as do all regular District employees. Qualification for Workers' Compensation benefits is subject to volunteers who follow District safety rules, policies, and procedures.

Working with students

When working with students, it is important to consider the following guidance:

- Call students by name at each opportunity. A child's name is very important.
- Make every effort to pronounce and spell each child's name correctly.
- Observe the techniques used by the teacher. Try to model these instructional methods when working with students.
- Accept children as they are. Each child is unique and may be very different from your own child. Be ready to accept the difference in background, values and aspirations.
- Encourage and praise students. Your positive words of encouragement will go a long way in helping students feel good about themselves even when they are having difficulty. Be ready to praise children for even the smallest successes! Let each child know that you care about him/her through the use of verbal affirmation.Younger children may also enjoy stickers, stamps, etc… You and the teacher should discuss the use of these motivational materials.
- Children never forget. If you promise them something, be prepared to keep the promise. Be careful not to make promises you will be unable to keep.
- Encourage students to do their own thinking. Try not to give students the answers before they have had an opportunity to solve problems on their own. Give children plenty of time to answer your questions. Silences often means that a child is thinking. Beware of the occasional student who may try to get you to do their work for him/her.
- Follow the teacher's lead. Be consistent with the teacher's rules for classroom behavior. Remember the teacher is always available and ready to handle discipline problems.
- Reinforce good behavior. When children are behaving well, let them know how proud you are and how much you appreciate their effort. This will encourage them to try even harder. If possible, do not pay attention to a child who shows minor misbehavior problems, but focus on things the child is doing well and praise him/her for it.
- It is okay if you do not know all the answers. Admit to children that you do not know the answer or are not sure what to do. Work the answers out together with students or feel free to ask the teacher for assistance.
- Keep students on task. You'll want the children to learn as much as possible during the tine they spend with you.Keep the lesson or activity moving; avoid letting anyone get the group off task by discussing topics that have nothing to do with the lesson.
- Supervise students carefully. Under no circumstances should you leave students without supervision.Be aware of what students are doing at all times.

Characteristics of children

A five-year-old...

- is helpful around the house
- prefers mother as parent
- needs some assistance with coats, etc.
- is close-mouthed at home about school activities
- has short bursts of energy
- Changes from one activity to another with relative ease
- has vague concepts of time
- is not fearful
- asks many questions about how things work
- loves to play dress-up

A six-year-old...

- handles and attempts to use tools and materials
- is self-centered, domineering, stubborn, and aggressive
- is usually better-behaved away from home
- is very domineering and bossy
- is interested in simple games
- carries on long conversations
- enjoys father
- is restless, overactive, exuberant
- usually likes his teacher
- wants to win

A seven-year-old...

- does not respond promptly
- may forget easily
- fights with playmates
- plays in pairs or in groups
- girl likes dress-up, paper dolls, and jump rope
- is concerned about being good
- is easier to discipline, sensitive to praise
- complains and sulks
- thinks teacher is really paramount in school
- is interested in magic, puzzles, collecting and exchanging baseball cards, etc.

An eight-year-old...

- makes fewer complaints about teacher
- is expansive and speedy
- has a longer attention span
- has feelings easily hurt by careless remarks
- understands time and money concepts
- likes team games
- is critical of brothers and sisters
- needs frequent reminders about responsibilities
- is sensitive to criticism
- needs adult praise and encouragement
- is alert, friendly, and interested in people but sometimes argumentative

A nine-year-old...

- has new forms of self-independence
- has increasing self-motivation
- likes secret codes and languages
- has a strong sense of right and wrong
- is easily discouraged
- is competitive in work and in play, and is afraid of failure
- is anxious to please
- makes fewer demands on parents
- is more interested in talking and listening than in working

A ten-year-old...

- is relaxed, casual, and alert
- is in one of the happiest ages
- has a strong sense of justice
- truly enjoys friends
- needs schedules
- loves the outdoors
- is a hero worshipper
- is critical of teachers
- wants teacher to be fair

Pre-adolescents (eleven and twelve years old)...

- in need of a feeling of belonging and acceptance
- in need of increasing opportunities for independence
- in need of warm affection and a sense of humor from adults
- turned off by nagging, condemnation, and being talked down to or disrespected
- antagonistic and teasing toward the opposite sex
- over-critical, rebellious, and uncooperative
- awkward, lazy, and restless because of rapid and uneven growth

Adolescents (thirteen and over)...

- using aggressiveness in seeking independence
- concerned about popularity
- going to extremes in activities, thinking, and emotional reactions
- becoming attached to worthy causes, and are idealistic in value judgments
- showing an acute sense of injustice
- a step toward adulthood by asserting independence
- in need of acceptance by peer group
- in need of adult guidance that is kindly and does not threaten freedom

Some useful expressions to boost a student's self-image:

"I like the way you're working." "That's right! Good for you!"
"That's quite an improvement."

"I'm very proud of the way you worked today." "It looks like you put a lot of thinking into this."
"That's respectful behavior. Thank You!"

Volunteer recognition

The District greatly appreciates the support and partnership with our volunteers. The experience for our learners is enhanced by community involvement. As part of our volunteer program, it is vital that we recognize those who share their time, experience and expertise with our schools.

Throughout the year, we plan to recognize our volunteers in the following ways:

- Fall/Winter/Spring Family Engagement Newsletters: Recognition of school Volunteers
- Parent Engagement Website Page Recognition: Each trimester
- PVSD logo merchandise when reaching specific hour benchmarks (gold, silver, bronze)

- Volunteer of the Month selected by the site principal and displayed on campus or thank you wall that recognizes specific volunteers.
- District Social Media Shout Outs to volunteers after school wide or district wide events

- Volunteer Appreciation Event
  - District Volunteer Breakfast of lunch
  - Recognize levels of volunteers (10 hours/semester = Bronze, 10+ hours/semester = Silver, and 15+ hours/semester = Gold)
- End of the school year picture of site volunteers with inspirations quotes or messages*

**With the consent of the volunteer prior to publishing name*

Frequently asked questions

How do I become a volunteer?

The District has established volunteer guidelines to provide for an effective program that ensures a safe environment for you, the children and our to staff. To begin:

- Contact your school office.
- Complete the volunteer application and meet the applicable health and safety requirement.

After you submit your application, please follow the instructions of school or District staff and don't begin a volunteer assignment until cleared to do so.

What is LiveScan?

LiveScan is a system for the electronic submission of fingerprints to the California Department of Justice and Federal Bureau of Investigation (if required).Fingerprints are digitized through an electronic process, enabling the secure electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computes at the Department of Justice.

LiveScan is conducted at the Ventura County Office of Education (VCOE). All records associated with LiveScan, including criminal offender records, are maintained by the Human Resources department in accordance with district regulations.

How long does LiveScan take?

After you complete the LiveScan process, your fingerprints will be transmitted to the Department of Justice. Typically, results are received within one week, but can take up to 30 days if there are any delays. Delays occur for many reasons and require manual intervention from the Department of Justice, which takes time. Once results are received and reviewed, the department or school site will be notified of your clearance status.

Frequently asked questions

Do all volunteers have to be fingerprinted?

No. Volunteers who work under the close supervision of a PVSD certificated staff member do not have to be fingerprinted. Volunteers who take on the considerable responsibility of working with students outside the district supervision of Certificated Staff are fingerprinted (EC §45125).

What if I have an old DUI or parking violation on my records?

Not everyone with an offense on their record is excluded from volunteering. Each situation is handled confidentially, on a case-by-case basis, in accordance with board policy and State/Federal laws. Please note, prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations.

Will my fingerprints be passed to any other government agency?

Your fingerprints are cleared with the Department of Justice and the FBI. Beyond that, your fingerprints will not be used for any other purpose than to ensure that you are safe to work with students and will not be passed to another agency.

I was fingerprinted with another organization.Do I still need to be fingerprinted?

Yes. Each agency must LiveScan (fingerprint) individually.

Frequently asked questions

Why do I need to get screened for Tuberculosis?

In accordance with Health and Safety Code §121545, volunteers must show proof of negative Tuberculosis screening prior to volunteering.

Where can I get Tuberculosis screening?

Individuals can utilize their own healthcare provider or use free/low-cost community clinics to obtain a Tuberculosis screening.

Do I need to complete a volunteer application each year?

No. You only need to complete a new application if your information has changed of ir there is a break in service greater than one year.

Do current or retired employees of the District need to register as volunteers?

Yes. All volunteers go through the same process.

Uniform Complaint Procedures

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report. Programs include Career Technical and Technical Education; Child Care and Development; Compensatory Education; Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Children of Military Families; Every Student Succeeds Act; Local Control and Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes, Pupil Fees, School Plans for Student Achievement; School Safety Plans, School Site Councils; State Preschool programs. The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliant with law:

Parent and Employee Complaints

Katie Burchell
Director, Certificated Human Resources
600 Temple Avenue
Camarillo, California 93010
kburchell@pleasantvalleysd.org

Student Complaints

Carol L. Bjordahl
Assist. Superintendent, Administrative Services
600 Temple Avenue
Camarillo, California 93010
cbjordahl@pleasantvalleysd.org

Instructional Program Complaints

Dr. Veronica Ortega
Asst. Superintendent, Educational Services
600 Temple Avenue
Camarillo, California 93010
vortega@pleasantvalleysd.org

Child Abuse Prevention and Reporting

Mandated reporters include, but are not limited to, teacher, instructional assistants, classified employees, administrative officers or supervisors of child attendance, administrators and employees of a licensed day care facility, preschool teacher, district police or security officers, licensed nurses or health care providers, and administrators, presenter, and counselor of a child abuse prevention program.

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on the person's training and experience, to suspect child abuse or neglect. (Penal Code 11166)

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of employment (Penal Code 11165.5, 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be legally privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)
6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

District Network and Internet Access
Acceptable Use Agreement

The Pleasant Valley School District has a strong commitment to providing a quality education for its students, including access to and experience with technology. The District's goals for technology in education include providing access to all students and staff, supporting critical and creative thinking, fully integrating technology into the daily curriculum, and preparing students and educators to meet the challenge of a highly technological and information-rich classroom and workplace. Board Policy (4040) has established ethical standards for the use of technology and technological resources in our schools. Board Policy (1113) has also established standards for the creation and publication of district and school web pages. The District Technology Committee continually updates district technology standards according to Board Policy. Volunteers who agree to abide by these defined standards will have access to available resources, with guidance and support provided by the District Department of Technology. Pleasant Valley School District will make every effort to protect students and staff from adverse consequences as a result of their experiences with the Internet. However, all users must exercise individual vigilance and responsibility to avoid inappropriate and illegal interaction with Internet service.

District Network and Internet Access
Acceptable Use Agreement

The use of computer technology must be in support of education and research and/or comply with the educational goals and objectives of the Pleasant Valley School District. A volunteer is always personally responsible for the following provisions when using technology resources:

- Technology resources shall be utilized for conducting research, participating in telecommunications projects, creating classroom assignments, and/or supporting educational services.
- Use of networks and/or computing resources must comply with rules appropriate to that network (e.g. modifications to network hardware or software by unauthorized personnel are not permitted).
- Use of personal laptop computers on the network is prohibited.
- Participation in on-line CHAT or instant messaging unrelated to school and/or office business is prohibited.
- Participation in on-line gaming and gambling is not permitted.
- Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited.
- Appropriate installation and use of hardware and software with required licensing on site is mandated. Downloading illegal commercial software from the Internet is not acceptable.
- Removing the Internet filter from any computer by unauthorized personnel is prohibited.
- Use of another person's or employee's credentials to access the PVSD network is expressly prohibited. If access to the Internet is needed, please request access to the guest network or contact Technology Services for the access required to complete the task.

PVSD Workplace Policies

Drug- and Alcohol-Free Workplace

The Board of Trustees believes that the maintenance of drug-and alcohol-free workplaces are essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance at any school district workplace. Employees are prohibited from being under the influence of controlled substances or alcohol while on duty. For purposes of this policy, on duty means while an employee is on duty during both instructional and noninstructional time in the classroom or workplace, at extracurricular or cocurricular activities, or while transporting students or otherwise supervising them. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

Tobacco-Free Workplace Policy

The District has adopted and enforces a tobacco-free campus policy. The use of tobacco and nicotine products is prohibited on school district grounds, buildings, and vehicles and within 250 feet of a youth sports event. Tobacco products include, but are not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground is prohibited.

Sexual Harassment

The Pleasant Valley School District is committed to maintaining a learning and working environment that is free from harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State Law. PVSD regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and 34 including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidents of sexual harassment, please contact the Title IX Coordinator at (805) 389-2100.

Handbook Receipt and Acknowledgement

La Recepción Manual y Reconocimiento

Receipt and Acknowledgement of the Pleasant Valley School District Volunteer Handbook

The Volunteer Handbook is an important document intended to help you become acquainted with our District. This Handbook will service as a guide; it is not he final word in all cases. Individual circumstance may require additional information.

Please read the following statements and sign below to acknowledge your review of the Pleasant Valley School District (PVSD) Volunteer Handbook.

- ☐ I have obtained and read a copy of the PVSD Volunteer Handbook. I understand that policies, rules and responsibilities as a volunteer describing in it may be subject to change at the sole discretion of the District at any time.
- ☐ I understand that as a PVSD Volunteer, I may or may not direct contact with students in unsupervised settings, and will be required to submit to a criminal record check for the District office.
- ☐ I am aware that during the course of my volunteering, confidential information may be made available to me. I understand that it is critical that this information not be disseminated within or outside the school community.
- ☐ I understand that I must maintain confidentiality in my role as a volunteer.
- ☐ I understand I must dress according to District Dress code and professional standards.
- ☐ I understand that my volunteer services are terminable at will, either by myself or PVSD, regardless of the length of my service with the District.

Recibo y Reconocimiento de Manual de Voluntarios del Distrito Escolar de Pleasant Valley

El Manual de Voluntarios es un documento importante destinado a ayudarlo a familiarizarse con nuestro Distrito. Este Manual servirá como una guía; no es la última palabra en todos los casos. Las circunstancias individuales pueden requerir información adicional.

Lea las siguientes declaraciones y firme a continuación para reconocer su revisión del Manual de Voluntarios del Distrito Escolar de Pleasant Valley (PVSD).

- ☐ He obtenido y leído una copia del Manual de Voluntarios de PVSD. Entiendo que las políticas, reglas y responsabilidades como voluntario que se describen en él pueden estar sujetas a cambios a discreción exclusiva del Distrito en cualquier momento.
- ☐ Entiendo que, como voluntario de PVSD, puedo o no tener contacto directo con los estudiantes en entornos no supervisados, y se me pedirá que me someta a una verificación de antecedentes penales para la oficina del Distrito.
- ☐ Soy consciente de que durante el curso de mi voluntariado, la información confidencial puede estar disponible para mí. Entiendo que es fundamental que esta información no se difunda dentro o fuera de la comunidad escolar.
- ☐ Entiendo que debo mantener la confidencialidad en mi papel como voluntario.
- ☐ Entiendo que debo vestirme de acuerdo con el código de vestimenta del distrito y las normas profesionales.
- ☐ Entiendo que mis servicios de voluntario pueden terminarse a voluntad, ya sea por mí mismo o por PVSD, independientemente de la duración de mi servicio con el Distrito.

_____ _____

Volunteer Name/Nombre del Voluntario — Volunteer Signature/Firma del Voluntario

2023- 2024

Volunteer Application Form

Pleasant Valley School District

Driver's License Expires: ___/___/___

☐ One-time, Date: ___/___/___
☐ Ongoing – This Current School Year

School Site/Department: _____ **Date:** ___/___/___

All volunteers must provide a copy of their Driver's License or other picture ID. Volunteers must respect confidentiality and student privacy. Volunteers must adhere to Board Policy 1250 and ensure that their presence in the classroom or on campus does not interrupt the instructional program. Volunteers are expected to comply with and uphold all school and District rules and procedures. Concerns or questions must be referred to school personnel.

Volunteer Information (please print legibly): Name: _____

Address: _____
Street Address City State Zip Code

Phones: Cell _____ Work _____ Home _____

Parent/Guardian/Relative of: If not Applicable, Name of Contact at this Site: _____

Student(s): 1_____ 2_____ 3_____

Teacher(s): 1_____ 2_____ 3_____

(Please list the name of the student's homeroom teacher below each student's name.)

Please check ALL applicable boxes:

Activities supervised by certificated employee: (These do not require fingerprinting or additional certificates.)

- ☐ On-Site Classroom/Class Activities/Other Activities during School/Department hours.
- ☐ Field Trips students remain in line of sight of Certificated Employee
- ☐ After School Activity (Not Coach/Asst. Coach) - Supervised by Certificated Employee (Name): _____
- ☐ Other (Specify): _____

Activities that require Fingerprinting/TB test/Certificates:

- ☐ Activities during Recess/Lunch/After School without Certificated person present: (Specify): _____
- ☐ Coach/Asst. Coach (Specify Activity): _____ Start Date: _____
- ☐ Field Trips that are overnight or students leave a Certificated Employee's line of sight (Specify): _____
- ☐ Other (Specify): _____

Background/Security Information:

As an adult, have you ever been convicted of or are awaiting trial for any crime?

☐ **No** ☐ **Yes** If you answered yes, attach a complete and accurate explanation of the incident. A conviction may not necessarily disqualify you from serving in the District, but failure to answer truthfully will be cause for denial.

Certification: Your signature below certifies that you declare under penalty of perjury under the laws of the State of California that you have completed the above information truthfully and understand that if the information is not accurate, your volunteer services will be terminated. Your signature further certifies your agreement to maintain confidentiality, to respect student privacy, and to follow Board Policy as outlined in BP 1250. The Pleasant Valley School District reserves the right to conduct a criminal background check of school volunteers as permitted by law.

_____ _____ _____

Print Name: **Signature:** **Date:**

*********** Volunteers not supervised by Certificated Employee may not start until approved by Human Resources ***********

School Site/Department Use:

- ☐ Copy of driver's license or other picture identification attached.
- ☐ Fingerprint fees paid by: ☐ Volunteer ☐ School/Department Purchase Order #: _____
- ☐ Certificated supervision will be provided by: _____

School Site/Department Approval: _____ _____ _____
Site Administrator/Department Manager Date Approved Start Date

District Office Use: DL☐ TB☐ Fingerprints: DOJ☐ FBI☐ Coaches: CPR☐ First Aid☐ Concussion☐ Cardiac☐

Expiration Dates: __/__/__ __/__/__ __/__/__ __/__/__ __/__/__ __/__/__

Application Approved: _____ ___/___/___ ___/___/___
Director of Human Resources Date Approved Start Date

Pleasant Valley School District
Volunteer Agreement

I, _____(please print), desire to volunteer and perform miscellaneous assigned duties for the Pleasant Valley School District ("District"), without compensation, beginning _____ (enter date). In consideration for permitting me to participate as a volunteer, I hereby agree that:

A. **Volunteer Status**: I am a volunteer and am not an employee of the District. As a result, I am not entitled to any form of compensation or employment benefits including, but not limited to, wages, salary, health insurance, or retirement benefits. I understand and acknowledge that the District can terminate my status as a volunteer for the District at any time and for any reason, and there is no promise of future employment.

B. **Confidentiality**: In the course of my service I may learn of, be told, or be asked to relay information of a private, confidential, or privileged nature. Furthermore, I may have access to confidential computer databases and files. I shall not reproduce and/or disclose private, confidential, or privileged information without express direction from, or the authorization of, a District administrator. I will not utilize another employee's login credentials, and I will not share my own login/access information. I agree to abide by the terms set forth in the PVSD Technology Acceptable Use Policy.

C. **Assignments:** I acknowledge that appropriate instructions have been given to me regarding this volunteer assignment and I agree to observe all safety rules and use care in the performance of my assignments. I will perform assigned tasks that are within my physical capability to the best of my ability and will not undertake tasks that are beyond my abilities. I will immediately inform my site administrator of any limitations I may have with my assignments. I am familiar with the safe operation and use of equipment and tools for this volunteer assignment and will not use those with which I am unfamiliar or do not know how to operate safely.

D. **Release of Liability, Covenant Not to Sue, and Express Assumption of Risk**: I hereby release the Pleasant Valley School District, its employees, its officers and other employees of all liability, covenant not to sue any or all of the foregoing and expressly assume the risk for my death, disability, or other personal injury to myself, damage to my property, loss or expense suffered by me caused by the Pleasant Valley School District, its officers, and other employees while participating in this volunteer assignment.

   I further agree to defend, indemnify, and hold harmless the Pleasant Valley School District, its officials, officers, employees, representative, and agents, from and against all claims, lawsuits, liabilities or damages of whatsoever nature arising from my participation in this volunteer assignment. This Release of Liability and Express Assumption of Risk is binding upon my heirs, legatees, and devisees.

E. **Loss, Theft and Damage**: I shall assume all risk of loss, theft, or damage to any of my personal property, equipment, or supplies arising from or connected with services I perform for the District. I shall reimburse the District for any loss, theft, or damage to any of the District's property, equipment, or supplies arising from or connected with services I perform for the District.

I HAVE CAREFULLY READ THIS VOLUNTEER AGREEMENT AND FULLY UNDERSTAND ITS CONTENT AND MEANING. I AM AWARE THAT THIS FORM IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE PLEASANT VALLEY SCHOOL DISTRICT.

Date: _____ _____
(Signature of Participant)

If Volunteer is under 18 years of age:

Date: _____ _____
(Signature of Parent/Guardian)

_____
(Print Name of Parent/Guardian)

5/3/2018

PVSD Preschool – Volunteer Clearance Form

Name: _____ Date: _____

Student's Name: _____

Preschool Site: _____

Immunization Requirements: (attach copy)

Negative TB Test _____

Pertussis / Tdap _____

Measles / MMR _____

Influenza _____ (dated August 1st – December 1st)

Influenza decline statement: I, _____, am declining the influenza vaccine for the current school year.

Signature to decline influenza vaccination: _____ Date: _____

VOLUNTEER STATEMENT OF GOOD HEALTH

PVSD Preschool is a licensed preschool program and is governed by California Community Care Licensing Regulations. These regulations require that all personnel, including volunteers and college student learners, be in good health and shall be physically and mentally capable of performing assigned tasks. This requirement is to ensure the health and safety of children enrolled in licensed childcare program.

State regulations require that a statement, signed by the volunteer, affirming that he/she is in good health, shall verify the good physical health of each volunteer and college student learner that works in the center.

By signing below, I am affirming that I understand the reasons a Statement of Good Health is required and that I am in good health.

Signature: _____ Date: _____

****

PVSD Preschool Admin

Class Placement: _____ Schedule: _____

Additional Requirements for Volunteer Coaches

- ☐ CPR Red Cross / American Heart Association Certificate
  - Renew every 2 yrs.

- ☐ FIRST AID Certification
  - Renew every 2 yrs.

- ☐ CONCUSSION IN SPORTS TRAINING (free)
  - Print certificate and bring to HR
  - No renewal required
  - https://nfhslearn.com/courses

- ☐ HEAT ILLNESS PREVENTION TRAINING (free)
  - Print certificate and bring to HR
  - Renew every 2 yrs.
  - https://nfhslearn.com/courses

- ☐ SUDDEN CARDIAC ARREST TRAINING (free)
  - Print certificate and bring to HR
  - Renew every 2 yrs.
  - https://nfhslearn.com/courses