



*Our Students. Learning Today. Leading Tomorrow.*

# **VOLUNTEER HANDBOOK**

FAMILY RESOURCE CENTER  
VOLUNTEER PROGRAM

2017-2018



**FAMILY & COMMUNITY  
ENGAGEMENT**  
PASADENA UNIFIED SCHOOL DISTRICT

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## **SECTION 1 - INTRODUCTION TO VOLUNTEER HANDBOOK**

### **MESSAGE FROM THE SUPERINTENDENT**

The Pasadena area has a long and proud history of civic engagement and volunteerism, and we welcome volunteers to our schools. As a volunteer, you can inspire students to explore and seek careers similar to yours; spark a love of learning and an appreciation of service to the community.

The educators and staff of the Pasadena Unified School District welcome your support in preparing students to be critical thinkers, creative problem-solvers and strong communicators, and to reflect the values and aspirations of the greater Pasadena area.

Thank you for your service as a volunteer and for partnering with us to deliver an educational experience that prepares our students to succeed in the 21<sup>st</sup> century

Brian McDonald, Ed.D.  
Superintendent

### **INTRODUCTION**

This handbook for volunteers was developed to establish a framework in which volunteers can advance both the District's objectives and the individual's interests. It is intended as a summary of information and responsibilities of district and school staff and volunteers who assist at the Pasadena Unified School District.

More detailed information is contained in other District documents which include the District Board Policy 1240 and Administrative Regulation 1240 and site-based guides and documents. These documents are issued to volunteers individually upon request, or are made available at each school site. A copy of the district policies and regulations can be found on our District website page: [www.pusd.us](http://www.pusd.us). In addition, each school has its own set of procedures unique to that school, but which fall within the parameters of District-wide documents.

Volunteers are responsible for the contents of the various handbooks and are expected to follow district policies and regulations.

*The Pasadena Unified School District, an Equal Opportunity Employer, does not discriminate on the basis of race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or the perception of one or more of such characteristics in any of its policies, procedures, practices, or programs.*

### **VOLUNTEER PROGRAM CONTACTS**

Family Resource Center  
Pasadena Unified School District  
351 S. Hudson Ave., Pasadena, CA 91109  
626.396.3600 x88191  
[familycenter@pusd.us](mailto:familycenter@pusd.us)  
[www.pusd.us](http://www.pusd.us)

## SECTION 2 - OVERVIEW OF THE PASADENA UNIFIED SCHOOL DISTRICT

### ABOUT PUSD

The Pasadena Unified School District enrolls 17,500 students in kindergarten through 12<sup>th</sup> grade at 26 campuses in a 76-square mile area that includes Altadena, Pasadena, Sierra Madre and unincorporated parts of Los Angeles County. The historic campuses of Pasadena offer classroom, performance and athletic facilities that are modernized and maintained thanks to voter-supported bond measures.

### BOARD OF EDUCATION

The Board of Education is the governing and policy-making body of the Pasadena Unified School District. The Board has seven members, elected by voters to serve four-year terms. The Board appoints the superintendent, who is responsible for the academics, finance, personnel and infrastructure of the district and its schools.

### BOARD OF EDUCATION MEMBERS

District 1	Kimberly Kenne
District 2	Roy Boulghourjian, President
District 3	Michelle Richardson Bailey
District 4	Patrick Cahalan, Clerk
District 5	Elizabeth Pomeroy
District 6	Larry Torres, Vice President
District 7	Scott Phelps

Regular Board of Education meetings are generally held the third Thursday of every month at 5:30 p.m. and are broadcast live by KLRN-TV and streamed live at [www.pusd.us](http://www.pusd.us)

### Pasadena Unified School District

#### Our Mission

*To provide a caring, engaging and challenging educational experience for every student, every day.*

#### Our Graduates

*Think Critically \* Communicate Successfully \* Collaborate Effectively \* Create & Innovate*

#### Our Strategic Priorities

*Powerful instruction  
Outstanding staff  
Quality Learning Environment  
Accountability  
Meaningful Partnerships  
Parent Engagement*

## LIST OF SCHOOLS

### Elementary Schools

Altadena Elementary  
743 E. Calaveras St.  
Altadena, CA 91001  
626.396.5650

Cleveland Elementary  
524 Palisade St.  
Pasadena, CA 91103  
626.396.5670

Norma Coombs  
2600 Paloma St.  
Pasadena, CA 91107  
626.396.5660

Don Benito Fundamental  
3700 Denair St.  
Pasadena, CA 91107  
626.396.5870

Field Elementary  
3600 Sierra Madre Blvd.  
Pasadena, CA 91107  
626.396.5860

Franklin Elementary  
527 W. Ventura St.  
Altadena, CA 91001  
626.396.5640

Hamilton Elementary  
2089 Rose Villa St.  
Pasadena, CA 91107  
626.396.5730

Jackson STEM Dual Language  
Academy  
593 W. Woodbury Rd.  
Altadena, CA 91001  
626.396.5700

Jefferson Elementary School  
1500 E. Villa St.  
Pasadena, CA 91106  
626.396.5710

Longfellow Elementary  
1065 E. Washington Blvd.  
Pasadena, CA 91104  
626.396.5720

Madison Elementary  
515 Ashtabula St.  
Pasadena, CA 91104  
626.396.5780

Roosevelt Elementary  
315 N. Pasadena Ave.  
Pasadena, CA 91103  
626.396.5770

San Rafael Elementary  
1090 Nithsdale Rd.  
Pasadena, CA 91105  
626.396.5790

Sierra Madre Elementary  
141 W. Highland Ave.  
Sierra Madre, CA 91024  
626.396.5890

Washington Elementary  
1520 N. Raymond Ave.  
Pasadena, CA 91103  
626.396.5840

Webster Elementary  
2101 E. Washington Blvd.,  
Pasadena, CA 91104  
626.396.5740

Willard Elementary  
301 S. Madre St.  
Pasadena, CA 91107  
626.396.5690

McKinley School (K-8)  
325 S. Oak Knoll Ave.  
Pasadena, CA 91101  
626.396.5630

### Middle Schools

Eliot Middle School  
2184 N. Lake Ave.  
Altadena, CA 91001  
626.396.5680

Sierra Madre Middle School  
160 N. Cañon Ave.  
Sierra Madre, CA 91024  
626.396.5910

Washington Middle School  
1505 N. Marengo Ave.  
Pasadena, CA 91103  
626.396.5830

Wilson Middle School  
300 S. Madre St.  
Pasadena, CA 91107  
626.396.5800

### Secondary Schools

Blair School (6-12)  
1201 S. Marengo Ave.  
Pasadena, CA 91106  
626.396.5820

Marshall Fundamental (6-12)  
990 N. Allen Ave.  
Pasadena, CA 91104  
626.396.5810

Muir High School  
1905 Lincoln Ave.  
Pasadena, CA 91103  
626.396.5600

Pasadena High School  
2925 E. Sierra Madre Blvd.  
Pasadena, CA 91107  
626.396.5880

### Alternative High School Programs

Rose City High School & Twilight  
Adult Education  
351 S. Hudson Ave.  
Pasadena, CA 91101  
626.396.5620

CIS Academy  
2925 E. Sierra Madre Blvd.  
Pasadena, CA 91107  
626.398.8289

## **SECTION 3 - VOLUNTEER PROGRAM**

### **MISSION**

The mission of the PUSD Volunteer Program is to enhance the educational process through the use of trained volunteers. By accessing the wealth of talent, resources and diversity in our community, the program enriches the educational environment, helps our students achieve educational success, facilitates communication between the schools and community, and creates safer learning environments on our campuses.

### **GOALS**

- To link the knowledge and expertise of parents and the community with schools
- To recruit and train a broad spectrum of parents, community members, local businesses and organizations to volunteer in support of student achievement
- To place volunteers at schools, in classrooms or district programs where they, staff and students will most benefit from the experience
- To maintain the health and safety of children in PUSD schools by abiding by state and local laws and policies governing volunteers

### **PROGRAM HISTORY**

PUSD's formal volunteer program was launched in 1994 as a result of a five-year plan to improve parent and community involvement in schools. The program was designed in partnership with the Junior League of Pasadena, school administrators, community leaders, parents and concerned citizens. The Board of Education adopted a policy and administrative regulation in 1995.

In 2014, the Board of Education approved an update of the policy and its administrative regulation to reflect changes in state law, including a requirement to check all volunteers on the Megan's Law database. Updates were based largely on recommendations from the California School Boards Association. The Handbook and Procedures Manual were updated as result of the revised Board Policy 1240 and AR 1240 and involved school administrators, teachers, parents, district staff and community members. The policy and administrative regulation are posted at [www.pusd.us](http://www.pusd.us).

### **PROGRAM STRUCTURE**

#### **District Level**

The volunteer program of the Pasadena Unified School District is managed by the Office of Family and Community Engagement. The Office of Family & Community Engagement is responsible for the program development, compliance with policy and state law, and training of school site-level volunteer coordinators. The District office processes and trains volunteers who require fingerprinting and more extensive background checks.

#### **School Level**

Each school site has a staff member assigned by the principal to coordinate parent and community volunteer activities on the campus. While parent volunteers may assist in the recruitment and placement of the school volunteer program, applications and health and safety screenings are conducted by school employees because of privacy and confidentiality. School volunteer coordinators report to the site administrator and are trained by staff at the district's Office of Family & Community Engagement.

## **ORIENTATION – REQUIRED OF ALL VOLUNTEERS**

An orientation is required of all volunteers before they may begin volunteering.

An effective orientation program is essential to both volunteers and to our school district. Through our orientation program, we seek to

- warmly welcome new volunteers
- complete necessary paperwork
- convey essential volunteer and District information
- issue an official volunteer badge that denotes their level of clearance

During orientation, volunteers

- receive a volunteer handbook
- sign an acknowledgement of receipt of the handbook

## **RECOGNITION**

Volunteering at PUSD schools takes a significant commitment of time and energy from volunteers. To recognize the countless contributions of volunteers, and to teach student the value of good citizenship, schools and the district annually recognize volunteers.

Most volunteer recognition activities are planned during National Volunteer Week in April of each year.

## **SECTION 4 - VOLUNTEER PRACTICES, ROLES, RESPONSIBILITIES, ON CAMPUS PROCEDURES**

### **GUIDING PRINCIPLES**

#### **What PUSD Expects from the Volunteer**

- The volunteer is welcomed on campus for a specific purpose or task that supports students and learning and works under the direction and supervision of a certificated person or appointed coordinator
- The volunteer models the goals and mission of the district and must be able to work well and discreetly with both students and adults
- The volunteer is not a substitute for a member of the school staff but one supplying supplemental and supportive services
- A volunteer should not divulge confidential information to which he/she may have access in the classroom or in the school
- A volunteer's reaction to particular staff members and children must be kept confidential
- The volunteer has the basic responsibility to be alert to the individual needs of students and to be responsive to the program of the teachers to whom he/she is assigned and the general direction of the principal
- He/she must be reliable and responsible for assignments which are accepted

#### **What Volunteers Can Expect from Schools & PUSD**

- Assignment to a specific purpose or task that supports student achievement and capitalizes on the strengths, knowledge and skills of the volunteer
- Specific instructions and the necessary materials for any job he/she undertakes
- A comprehensive screening to preserve the health and safety of children on PUSD campuses
- A comprehensive orientation and explanation of school and district policies and guidelines to preserve the health and safety of PUSD students and the volunteer
- The volunteer should seek out, and expect all necessary help in clearly identifying the work to be done and the ways in which it should be accomplished. He/she need not hesitate to ask for all needed help and advice as necessary to carry out the volunteer job successfully
- The volunteer must be willing to accept a minor, but very important role in the school organization and must constantly keep in mind the distinctions between the responsibility and authority of the professional staff and those held by the volunteer
- To be heard when he/she offers suggestions for ways in which his/her services may be more effective



## **ROLE AND RESPONSIBILITIES OF THE VOLUNTEER**

In accepting the assignment as a volunteer, you have indicated your desire to support the instructional efforts of the Pasadena Unified School District by providing a useful, auxiliary service. The following will support and guide you throughout your experience as a volunteer:

### **The Effective Volunteer**

- Is regular in attendance
- Is on campus for a specific purpose and task
- Is appreciative of the efforts of the school to educate all students
- Is able to generate enthusiasm about each student and his/her potential
- Is reliable, friendly and flexible
- Is willing to acquire skills that are needed in the school

### **The Understanding Volunteer**

- Recognizes the student's need to improve his/her self-image
- Supports the student by offering positive solutions
- Provides a relaxed friendly atmosphere
- Provides opportunities for the student to be successful
- Is caring and respectful

### **The Successful Volunteer**

- Provides the teacher with the satisfaction of knowing that the student's needs are being met
- Receives the sense of fulfillment that comes through active participation in a service program
- Grows in awareness and understanding of the challenges and achievements of public schools
- Receives the sincere gratitude of the entire school community

## **VOLUNTEER PROCEDURES ON CAMPUS:**

1. Sign in on volunteer sheet at the school office each time you work on campus.
2. Wear the volunteer badge visibly at all times while on campus.
3. Report to the assigned classroom or workplace promptly.
4. Park vehicle in visitor parking lots or the street.
5. Use designated adult restroom facilities only. Never use student restrooms.
6. Check with a staff member before using equipment for the first time. Do not attempt to correct any equipment malfunction. Call office staff for help.
7. A staff member must be present at all times when you are working with students.
8. Volunteers are not allowed to discipline students. Refer discipline problems to the teacher.
9. Information that you may be privy to during the course of volunteering is strictly confidential, according to student privacy laws.
10. For liability reasons, visitors and other children may not accompany the volunteers during the course of their volunteer duties.
11. Volunteers are covered under PUSD's worker compensation plan provided that volunteers sign in at the main office. Report any injuries immediately to the school office manager.
12. Sign out on the volunteer sheet in the school office when your work assignment is completed.

**VOLUNTEER JOB DESCRIPTIONS WITH DUTIES AND RESPONSIBILITIES**

The duties and responsibilities outlined below are a **summary** only, and **are NOT intended to be all-inclusive**. Additional information and requirements can be provided by the administrator/site coordinator at the volunteer site. All volunteers must meet minimum requirements:

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Volunteer Application | 3. Child Safety Background Check |
| 2. TB Clearance*         | 4. Orientation                   |

<p align="center"><b>“Level 1” Volunteer</b> ( MEGAN’S LAW ) Processed &amp; Issued by SCHOOL Must be directly supervised at ALL times</p>	<p align="center"><b>“Level 2” Volunteer</b> ( FINGERPRINT CHECK ) Processed &amp; Issued by PUSD upon written authorization from Principal / Coordinator</p>
<p><b><u>Classroom Volunteer</u></b> Supervised by: Teacher/Principal</p> <ul style="list-style-type: none"> <li>Assists the classroom teacher</li> <li>Works in the classroom with individual or small groups of students to reinforce skills</li> <li>Performs clerical or record-keeping tasks</li> <li>Presents information to class in areas of specialized expertise</li> </ul> <p><b><u>Room Parent</u></b> Supervised by: Principal/Teacher</p> <ul style="list-style-type: none"> <li>Assists teacher in communicating with parents</li> <li>Plans, coordinates and seeks help from other parents for classroom celebrations in compliance with the district’s wellness policy</li> <li>Becomes a member of organizations such as the PTA, attends Association Meetings</li> </ul> <p><b><u>Clerical Support</u></b> Supervised by: Principal/Certificated Staff</p> <ul style="list-style-type: none"> <li>Assists school staff with duplicating and preparing outgoing or instructional materials</li> </ul> <p><b><u>Library Assistant</u></b> Supervised by: Principal/Librarian/Teacher</p> <ul style="list-style-type: none"> <li>Assists school staff, helps arrange displays, handles materials, assists with activities</li> </ul> <p><b><u>Parent Room/ Center Assistance</u></b> Supervised by: Principal</p> <ul style="list-style-type: none"> <li>Assists with parent workshops and resources</li> </ul> <p><b><u>Field Trip Assistant*</u></b> Supervised by: Teacher/Certificated Staff</p> <ul style="list-style-type: none"> <li>Assists during field trips under the direct observation of certificated staff</li> </ul>	<p><b><u>One-on-One Tutor</u></b> Reports to: Teacher/Principal</p> <ul style="list-style-type: none"> <li>Assists students one-on-one in identified target academic areas</li> <li>Provides academic support</li> </ul> <p><b><u>Cafeteria Support</u></b> Reports to: Principal/Cafeteria Manager</p> <ul style="list-style-type: none"> <li>Assist children and staff during meal times in the school cafeteria</li> </ul> <p><b><u>Overnight Field Trip Chaperone</u></b> Reports to: Teacher/Certificated Staff</p> <ul style="list-style-type: none"> <li>Assist teacher by supervising groups of children on field trips</li> </ul> <p><b><u>Athletic Volunteer Coach</u></b> Reports to: Athletic Director/Principal/Volunteer Coordinator</p> <ul style="list-style-type: none"> <li>Assists head coach with student sports activities</li> </ul> <p><b><u>Driver</u></b> Reports to: Teacher/Certificated Staff</p> <ul style="list-style-type: none"> <li>Chauffeurs students to junior docent programs such as museum trips</li> </ul>

\*Some volunteer positions may be exempted from TB clearance in accordance with Education Code 49406 and Board Policy. See page 12.

## SECTION 5 - VOLUNTEER DEFINITION, QUALIFICATIONS & REQUIREMENTS

### DEFINITION OF A PUSD VOLUNTEER:

- Any individual who regularly assists, on a voluntary basis, on campus or in a district program. This includes parents, community members and, in some cases, high school or college students.

### Parents

- **Family Involvement:** Parents/guardians and other relatives are encouraged and welcomed to become involved in the formal education of their children. This early and consistent parental involvement helps children do well academically. When this involvement is combined with a partnership between home and school, the student, school and community benefit.
- Parents/guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Education Code Section 51101 as follows:
  - Parents/guardians have the right to **volunteer their time and resources** for the improvement of school facilities and programs, according to EC 51101. Parents/guardians should contact the school to determine the terms and conditions.
  - **Classroom Observation:** Parents/ guardians have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

**Classroom observation** by parents is a right distinguished from volunteering, according to California Education Code Section 51101:

*Parents/guardians have the right to visit their child's classroom to observe activities. The time and date of visitation must be arranged in advance with the school.*

### Visitors:

- Individuals who assist or present at schools once or twice per semester are considered visitors, not volunteers. These include parents or other visitors who speak on career days, etc.

Volunteer	Not a Volunteer
<ul style="list-style-type: none"> <li>• Room parent</li> <li>• Tutor</li> <li>• Athletic Coach</li> <li>• Library Assistant</li> <li>• School Garden Assistant</li> <li>• School Valet Assistant</li> <li>• Mentor</li> <li>• Overnight Field trip chaperone</li> </ul>	<ul style="list-style-type: none"> <li>• Career day speaker</li> <li>• 1 day expert visitor to campus</li> <li>• Classroom Observance by parent/guardian (EC 51101)</li> <li>• Student teacher doing observation (by prior arrangement with the principal)</li> <li>• Helper at special events (end of year celebrations, etc.)</li> </ul>

## VOLUNTEER CATEGORIES

For the purposes of processing required health and child safety clearance, PUSD volunteers are divided into two categories:

1. **Supervised (“Level 1”)** parent or community volunteers who must be supervised by a certificated staff member. This category encompasses the majority of volunteers in PUSD.

These volunteers are:

- Processed at the school site by a PUSD staff member to preserve confidentiality
- Meet child health and safety requirements as determined by state law and board policy:
  - Safety: checked annually on the California Dept. of Justice Megan’s Law database at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)
- Wear a Volunteer Badge issued by the host school

2. **Unsupervised (“Level 2”)** – A limited number of volunteers whose work may require them to work alone with students, outside of the direct supervision of a certificated employee.

These volunteers are:

- Processed at District’s Office of Family & Community Engagement
- Meet child health and safety requirements as determined by state law and board policy
- Fingerprinting and background check through DOJ/FBI
- Wear a one-year Volunteer Badge issued by the District’s Family & Community Engagement

## QUALIFICATIONS OF VOLUNTEERS

- **Basic Skills:** Volunteers providing supervision and instruction of students pursuant to Education Code 45349 must give evidence of basic skill proficiency. (EC 45344.5, 45349).
- **Criminal Background Check:** Any volunteer working with students in a district-sponsored student activity program must obtain an Activity Supervisor Certificate Clearance or criminal background check (Megan’s Law or fingerprinting for DOJ/FBI) in accordance with Board Policy.
- **Megan’s Law Check:** Any person who is required to register as a sex offender, pursuant to Penal Code 290, because of a conviction of a crime where the victim was a minor under age 16 shall not volunteer in any capacity will be assigned as a volunteer. (Education Code 35021, 45349; Penal Code 290.95)
- **Health:** Education Code 49406 requires school volunteers, with certain authorized exceptions, to submit to a tuberculosis risk assessment as developed by the California Department of Public Health. If risk factors are identified, then the volunteer is required to submit to an intradermal (skin) test or other tuberculin test recommended by the Centers for Disease Control and Prevention. Upon initial volunteer assignment, a volunteer shall 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.

Volunteers whose functions do not require frequent or prolonged contact with students may be exempted from the risk assessment and/or examination. (Education Code 49406)

## SECTION 5A - VOLUNTEER REQUIREMENTS

### 1. Time Commitment

- Volunteering requires a significant commitment of time by the volunteer and the school. PUSD requests that community volunteers commit to volunteering for a minimum of 10 hours per semester.

### 2. Authorization from PUSD Principal or Administrative Designee

- To ensure appropriate and equitable assignment of volunteers in support of the achievement of all students, "Level 2" volunteers will be processed only after receipt of authorization from the PUSD school principal, administrative designee, or program coordinator. Authorizations for "Level 2 Badges" should be submitted using the Volunteer Authorization Request Form (Google Form)
- The authorization to volunteer applies only to the individual volunteer, not minor children or other adults.

### 3. Application

- All volunteers must complete and sign the PUSD Volunteer Application

### 4. Basic Skills proficiency

- Volunteers must provide evidence of ability to complete volunteer assignment (Education Code 35201, 45349)

### 5. Health Clearance:

- All volunteers must present a certificate or evidence of negative tuberculosis results of an examination within the previous 12 months (or 4 years, if continuing/renewing volunteer).
- Education Code 49406 requires school volunteers, with certain authorized exceptions, to submit to a tuberculosis risk assessment as developed by the California Department of Public Health. If risk factors are identified, then the volunteer is required to submit to an intradermal (skin) test or other tuberculin test recommended by the Centers for Disease Control and Prevention. Upon initial volunteer assignment, a volunteer shall 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. *Volunteers whose functions do not require frequent or prolonged contact with students may be exempted from the risk assessment and/or examination. (Education Code 49406)*

### 6. Child Safety Check

- Megan's Law: All volunteers must be checked on the California Department of Justice Megan's Law database at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Volunteers must present proof of identification such as those typically used to enroll students in school.
- Department of Justice/FBI: Depending on the level of supervision and assignment, volunteers may be required to present an Activity Supervisor Clearance Certificate obtained from the Commission on Teacher Credentialing prior to July 9, 2010 or a Department of Justice and FBI criminal background check through the district. (Education Code 49024).

### 7. Orientation

- Completion of an orientation is mandatory for all volunteers.
- Volunteers will receive or read a copy of a volunteer handbook
- Complete & sign forms including:
  - a. Signed acknowledgement of receipt of orientation
  - b. Statement of Volunteer Confidentiality and Child Abuse Reporting

### 8. Volunteer Badge

- Once the steps above are fully completed, the school or district issues a volunteer badge for one academic year.
- School and district volunteer badges are renewed annually upon written receipt of authorization by the school principal or administrative designee.

## **SECTION 6 - GENERAL MANAGEMENT PRACTICES**

### **Nondiscrimination**

There shall be no discrimination with respect to race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or the perception of one or more of such characteristics in any of its policies, procedures, practices, or programs.

### **Harassment**

All harassment is prohibited. All staff and volunteers have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. Verbal, physical, or other communication or conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated. All types of harassment, whether based on actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or the perception of one or more of such characteristics protected by federal, state, local or other law, are unacceptable work behavior and expressly prohibited.

### **Reporting Procedures**

A volunteer who believes that he/she has been subjected to inappropriate conduct or who has questions regarding this policy is strongly encouraged to immediately contact the Principal. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees and volunteers should feel free to raise their concerns or make complaints without fear of retaliation. Retaliation is also prohibited by this policy.

### **Corrective Action**

A volunteer found to have participated in any inappropriate conduct prohibited by law or this policy will be subject to dismissal from the volunteer program.

### **Child Abuse and Neglect**

Known or suspected instances of child abuse or child neglect shall be reported immediately to the teacher or principal. The teacher, assisted by appropriate school site personnel is responsible for seeing that a proper report is filed. Only one report needs to be filed.

### **Corporal Punishment**

No person employed or engaged in the Pasadena Unified School District shall inflict or cause to be inflicted, corporal punishment upon a student. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain in a pupil and is expressly prohibited. Volunteers are not to discipline students. Disciplinary problems should be referred to the teacher.

### **Drugs and Alcohol**

The Pasadena Unified School District is declared a Drug and Alcohol Free Work place. All volunteers must abide by the tenets of our District policy. In addition, whenever any volunteer has reason to believe that a student may be under the influence of drugs or alcohol, that volunteer shall notify the teacher or school principal. The principal shall take appropriate action as set forth in District policy.

### **Attendance and Dependability**

Absenteeism and tardiness disrupt the instructional program. Therefore, good attendance, punctuality, and dependability are encouraged for all volunteers.

### **Performance**

Volunteers are expected to perform their jobs, efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include:

- Refusal to work volunteer assignments
- Insubordination or failing to follow teacher's directions
- Unprofessional conduct or rudeness to students, employees or community members

- Violation of safety rules

### **Honesty and Integrity**

Volunteers are expected to demonstrate honesty and professionalism at all times.

### **Appearance and Grooming**

The nature of our business demands that a volunteer's appearance reflect an appropriate professional image and be consistent with the volunteer's duties. Dress, grooming, and hygiene should be appropriate for a school setting. There is also a need to maintain safety. Volunteers with special needs or questions or concerns regarding dress and grooming standards should contact the Family Resource Center.

### **Confidentiality**

Maintaining confidentiality is a condition of volunteering. Volunteers are responsible for acting with complete professionalism when discussing school business or handling school information. Information, files, documents, records, plans, and other materials relating to the Pasadena Unified School District, its employees, and students are considered confidential. The School District's general business affairs should not be discussed with anyone outside the organization except as required in the normal course of business. Inappropriate release of confidential information, either internally or externally will result in corrective action including possible termination from volunteer status. All questions and requests for confidential information should be referred to the principal.

### **Workplace Violence**

Safety and security are important to us. No one may possess any weapon on school district property, including in any vehicle in the parking lot. Volunteers who violate this policy will be subject to dismissal from the volunteer program.

### **Safety**

Safety is the responsibility of each volunteer. Observance of safety rules and use of safety devices are

- Reporting to the teacher or principal
  - o any work-related injuries and illnesses no matter how minor
  - o Unsafe conditions or practices (reports may be made anonymously if necessary)
  - o All suspicious persons, potentially violent situations, or persons possessing guns or other weapons
- Using only tools and equipment which the volunteer is fully qualified and authorized to use and using all safety equipment, prescribed adaptive devices, and procedures
- Providing safety suggestions
- Restricting and monitoring visitor access to District facilities
- Observing the District's ban on possession of deadly weapons on District premises or in any vehicle in the parking lot

Volunteers who violate District's safety policies may be subject to dismissal from the volunteer program.

### **Smoking**

We are committed to providing a work environment that supports employee and volunteer health and safety and District productivity. For the protection of all employees and volunteers and to ensure compliance with federal and state laws, smoking is prohibited on school district property.

### **Responsibilities for Student Welfare and Discipline**

It is the responsibility of all administrators, teachers and classified staff to enforce all policies, regulations and procedures in regard to student discipline. It is the responsibility of the volunteer to adhere to the same. While the Pasadena Unified School District publishes a Volunteer Handbook, and individual schools have available handbooks relative to discipline, it is the responsibility of each classroom teacher to inform students and parents regarding standards for behavior, consequences for misbehavior and all other specific expectations the teacher has in the classroom.

Volunteers are never to discipline students, but may report the behavior to the teacher or principal.

### **Copyright Materials**

It is the intent of the Pasadena Unified School District to adhere to all provisions of the copyright laws. These laws refer to the reproduction of audio and video recordings, printed materials and computer software. Illegal copies may not be made on school equipment, nor shall these copies be used in the schools or on school equipment. The legal or insurance protection of the District will not be extended to volunteers who violate copyright laws.

### **Communication and Information Systems**

The communication systems (including telephone, fax, photocopier machine, voice mail, e-mail, computer files, and Internet systems) are provided for business purposes and are district property. Volunteers should check with the teacher or office staff before using these systems. All communications both inside and outside the District should be professional, business-like and courteous. Communications that are offensive, discriminatory, sexually explicit, disruptive, or harassing are strictly prohibited. Those used to solicit commercial, religious, political, charitable, union, or other non-business causes are also prohibited as allowed by law. Improper use of systems and equipment may subject a volunteer to corrective action.

The Pasadena Unified School District has established as one of its goals, the advancement of technology throughout the District via the purchase of equipment, software, and training giving access to all students and staff of the District. The District has policies regarding access to review or disclosure of electronic mail (e-mail) messages sent or received by District employees or volunteers.

### **Cell Phone Use**

The goal of this policy is to establish guidelines for use of cellular telephones by staff and volunteers that will ensure that cellular telephone use will not infringe on either the instructional process or on the rights of others. The purpose is to ensure the continuation of a positive learning environment which is free from unnecessary disruptions. The guidelines for possession and use of cellular telephones (including texting and e-mail messaging), accessories and other paging devices on school campuses shall be:

- o Except in the case of an immediate emergency, volunteers shall not use mobile telephones, accessories and other paging devices in classrooms or in a setting which may interfere with any school program
- o All mobile telephone devices should be turned off or in a vibrate (non-auditory) mode when in a classroom or at a school activity where students are present.

### **Student Images and Social Media**

The use of student images is granted to the Pasadena Unified School District for non-commercial use. Volunteers are cautioned to refrain from taking photographs of students because of privacy concerns. The names, images or voices of students should never be posted on social media sites without the written permission of the parent/guardian.



## SECTION 7 – VOLUNTEER PLEDGE



### Volunteer Pledge

- I will be punctual and conscientious in the fulfillment of my duties and will accept supervision graciously.
- I will conduct myself with dignity, courtesy and consideration.
- I will remember that a smile is the shortest distance between people and will keep mine available at all times.
- I will take any problems, criticisms or suggestions to the Volunteer Coordinator or School Principal.
- I will endeavor to make my work of the highest quality, and by doing so, I will serve the needs of the children and the community.

## SECTION 8 – VOLUNTEER HANDBOOK RECEIPT & ACKNOWLEDGEMENT

**Office of Family & Community Engagement**  
**Pasadena Unified School District**  
351 S. Hudson Ave., Room. 121 Pasadena, CA. 91109  
(626)396-3600 x88191  
[familycenter@pusd.us](mailto:familycenter@pusd.us)  
[www.pusd.us](http://www.pusd.us)

### VOLUNTEER HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the Volunteer Handbook and have been given the opportunity to ask questions about it. I understand that the Handbook outlines Pasadena Unified School District's volunteer responsibilities. I agree to familiarize myself with the information in this Handbook, and will comply with the policies and procedures summarized.

I understand the information in this Handbook is intended to acquaint volunteers with general policies and principles and is not a contractual commitment by Pasadena Unified School District concerning the terms of the volunteer assignment. I realize that I am a volunteer and not an employee of the District.

As required, management, at its complete discretion, may modify or eliminate these summarized policies and procedures or any policy, practice or procedure at any time without notice. I realize I will be responsible for complying with future changes in the PUSD's policies, practices, and rules. I also acknowledge that no employee or PUSD agent has the authority to allow me to engage in any conduct or behavior that is inconsistent with the Handbook.

Please sign and date this receipt.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

School/Program \_\_\_\_\_

Date \_\_\_\_\_

**NOTE TO Volunteer Coordinators: Place signed receipt in volunteer's file.**