

# Laguna Beach Unified Volunteer Handbook

2024-2025





## Welcome

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

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

# Background Check

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

# Standard of Conduct

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

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

- Observing safety rules at all times and using common sense in operating any equipment.
- Treating fellow volunteers, teachers, students, parents, and administrators with respect and kindness.
- No possession of any type of firearm, weapon, or explosive, on District premises.
- The maintenance of a drug-free workplace. Employees and volunteers are prohibited from being intoxicated or under the influence of controlled substances while volunteering; use, possession, or sale of a controlled substance in any quantity while on District premises (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal from volunteer service.
- This is a tobacco-free district. Tobacco products, including vaping devices, shall not be used on District premises.
- No soliciting or selling of products, services, etc., on District property without the prior written approval of the Superintendent or designee.
- Refraining from proselytizing in regard to religion or politics on District property.
- Maintaining the confidentiality of all personal and privileged information.
- Abiding by all current CDPH guidelines related to the health and safety of students and staff.



# **Policies and Procedures that all Volunteers Should Know**

## **Absence and Punctuality**

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

## **Discipline**

Classroom teachers and school administrators are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining classroom learning environments. By volunteering with the District, you assume an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

## **Equal Volunteering Opportunity**

LBUSD provides equal volunteering opportunities for everyone regardless of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, sexual orientation, or their association with a person or group with one or more of these actual or perceived characteristics that do not prohibit performance of essential job functions. All matters relating to volunteering are based upon the ability to perform the job, as well as dependability and reliability.

## **Resignation/Dismissal**

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

## **Sign In/Out**

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

## **Suspected Child Abuse or Neglect**

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



## **Tuberculosis Risk Assessment**

All Tier II Volunteers will be required to submit a completed tuberculosis risk assessment certificate prior to volunteering.

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

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

## **Other Policies**

### **Dress Code**

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

### **Grievances**

A grievance is defined as any event, condition, rule, or practice which the volunteer believes violates their civil rights, or treats them unfairly while volunteering (Refer to Board Policy 1312.3, Uniform Complaint Procedures). Volunteers should attempt to resolve a grievance by discussing their concerns with the school administrator.

### **Office Machines**

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





## **Parking Lot**

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

## **Personal Phone Calls**

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

## **Siblings**

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

## **Staff Lounge Guidelines**

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

## **Theft**

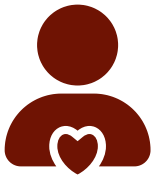
No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your school site administrator. It is highly recommended that volunteers do not bring excessive amounts of money or valuables on campus. If you carry a purse, ask to place it in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



# Ways to Work with Students

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





# DEFINITION OF A VOLUNTEER



**LAGUNA BEACH**  
UNIFIED SCHOOL DISTRICT

Dear Volunteer Applicant,

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

## **Definition of a Volunteer:**

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

**Tier I Volunteers** – non-student contact and/or supervised volunteer.

Examples: front office/copy volunteers, committee volunteers, and volunteers that work under the direct supervision of District Staff. Typically involves 5 hours or less per week.

**Tier II Volunteers** – student contact volunteer.

Examples: coach, tutor, or other unsupervised school settings (i.e., field trip chaperone or overnight school-sponsored trips, driver of students). Typically involves more than 5 hours per week.

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

- Complete Mandated Reporter training (required upon initial onboarding only)
- Register an account with the District Raptor Visitor Management System
- Read the LBUUSD Volunteer Handbook
- Sign in at the school's front office
- Adhere to all school site safety protocols

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

- Complete Mandated Reporter training (required upon initial onboarding only)
- Submit a tuberculosis risk assessment (valid for four years)
- Register an account with the District Raptor Visitor Management System
- Live Scan Fingerprint Clearance (required upon initial onboarding only)
- Read the LBUUSD Volunteer Handbook
- Sign in at the school's office
- Adhere to all school site safety protocols