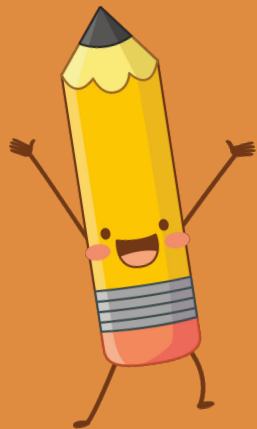


Corcoran Joint Unified School District

How to Become a Parent Volunteer



Welcome Parents!

- By signing on as a volunteer, you become a member of our team of professionals that proudly provide educational services to more than 3,000 students in Corcoran Joint Unified.
- Becoming a Volunteer:
 - We ask all volunteers to complete a volunteer application.
 - Submit a copy of photo ID, TB test and Mandated Reporter certificate.
 - Fingerprint submission to the Dept of Justice and Federal Bureau of Investigation is required based on District Board Policy and Administrative Regulations 1240 and Education Code 49024.



Role of a Volunteer



- Work under the direct supervision of the professional staff at each school site.
- Serve only for teachers and staff who have requested the services of the volunteer.
- Work with a group of students in a classroom, during special events and chaperone field trips.
- Support at a school office, cafeteria, or library when needed or requested.

Corcoran Joint Unified is responsible for the education, safety and well-being of each student. For this reason, please understand that a staff member may request the reassignment a volunteer whose actions are not in the best interest of the school or students.

Volunteer's Responsibilities

- Always check-in the main office and sign-in. Must wear a visible “Volunteer” sticker/badge when in the school campus. For security reasons, ALL volunteers must wear the appropriate name badge for proper identification.
- Students should be supervised at all times.
- If a student discloses an issue to you in the course of your volunteering that might imply any type of abuse or neglect, it is your duty and responsibility to report this to the teacher or school principal. DO NOT give advice or ask questions of the student. Listen and then immediately find the teacher and/or school principal.
- Do not ask a student to do volunteer errands for you.
 - *If a student is injured while doing a task you were assigned, you might be found liable for those injuries.*



Confidentiality - What does that mean?

Confidential Information:

- Protection of all personally identifiable data, information, and records collected, used, or maintained by an agency.
- Confidentiality requirements also apply to discussions about a student and students records.

What is Personally Identifiable Data?

- Name of Child, Parent, or Other Family Member.
- Address of Child or Personal Identification Number (SSN or Student Number)
- Personal characteristics or Other Information to Identify Child (bus number, hair color, etc)

Students and Student Records:

- Teachers and volunteers are bound by a code of ethics to keep confidential matters within the school. Please do not discuss a child's school progress or difficulties with his/her parents. This is the teacher's responsibility.
- A child's academic performance or behavior is to be discussed among the school personnel, the student , the students parent, and no one else.

Confidentiality - What does that mean?

- During your volunteer time at any school or school function, you may see or hear information about a teacher, student, or student's family. When you signed your volunteer application, you agreed to keep any student, family, and teacher information completely confidential.

Harassment and Discrimination Policy:

- Harassment and discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This policy also applies to visitors to the school who may come into contact with employees and students.
- It is critical we all understand that we expect all staff members, students, parents and volunteers to engage in polite and courteous interactions with everyone with whom they come into contact while they are on a school campus. It is unacceptable and unprofessional to interact with others in a manner that can be viewed as negative, unethical or otherwise rude or discourteous.
- Anyone feeling that are being harassed or discriminated, should immediately report it to the school administration. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances.

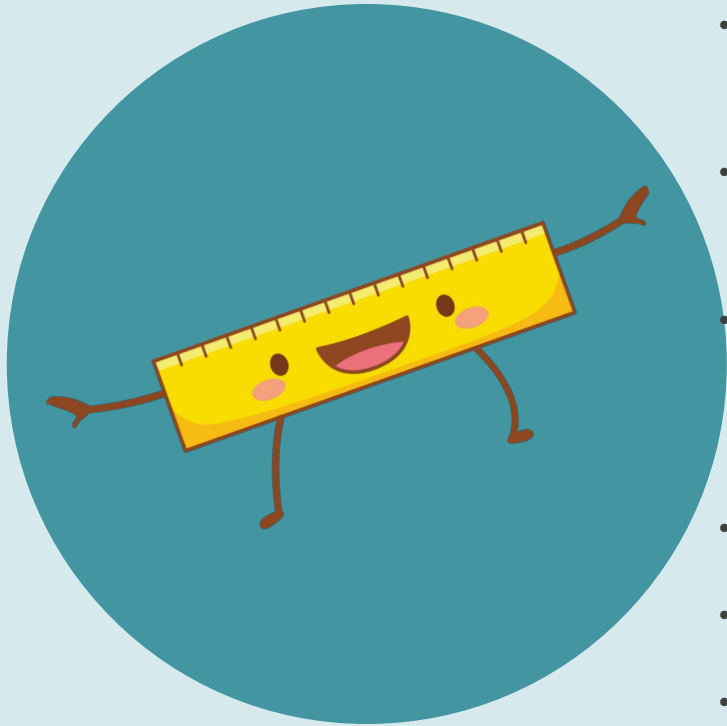
General Practices

- 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.
- Drugs and Alcohol – Corcoran Unified is a Drug and Alcohol Free Work place. All volunteers must abide by the District policy.
- Performance – Volunteers are expected to preform duties with established procedures. Examples of unacceptable performance include:
 - Refusal of volunteer assignments
 - Insubordination or failing to follow teacher's direction
 - Unprofessional conduct or rudeness to student's, staff or other community members.
 - Violation of safety or confidentiality rules
- Honesty and Integrity – Volunteers are expected to demonstrate honesty and professionalism at all times.
- Workplace Violence - Safety and security are important to us. No one may posses any weapon on school district property.
- Smoking – For the protection of all employees and volunteers and to ensure compliance with federal and state laws, smoking is prohibited on school district property.

General Practices

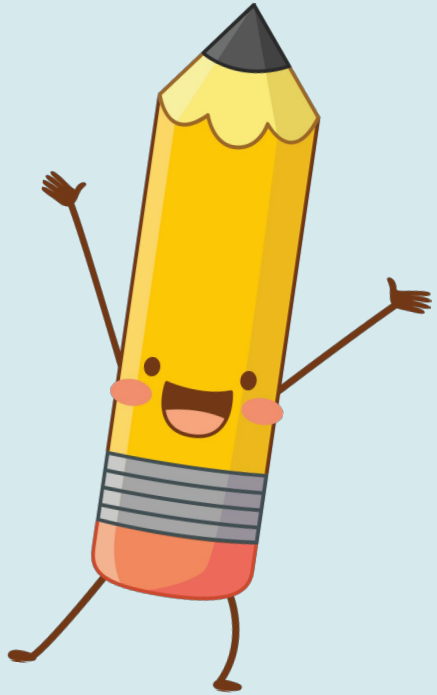
- Student Discipline – It is the responsibility of each classroom teacher to inform students and parents of standards of behavior, consequences for misbehavior and all other specific expectations the teacher has in the classroom. Volunteers are never to discipline students but may report the behavior to the teacher or principal.
- Communication and IT Systems – Volunteers should check with the teacher or office staff before using telephone, fax, photocopier, email or computer files.
- Cell Phone Use- The goal of this policy is to establish guidelines for volunteers that will ensure the cell phone use will not infringe on either the instructional process or on the rights of others. The guideline shall be:
 - Except in the case of an immediate emergency, volunteers shall not use cell phones or accessories in the classrooms or in a setting which may interfere with any school program.
 - All cell phones devices should be turned off or in a vibrate mode when in a classroom or at a school activity where students are present.
- Student Images and Social Media – 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.

Volunteering Tips



- Dress, grooming and hygiene should be appropriate for the school setting. The District has a dress code policy which can be used for reference.
- Understand that each school setting is unique. Become familiar with each school's setting and/or procedures.
- Review the school's safety plan, know what to do in an emergency event such as a fire, earthquake, lock down, etc. The District's Safety/Security Coordinator is consistently reviewing these procedures with our staff and students. She is available to help with simple rules to follow for parents.
- Be dependable and on time. Call the school if you have to cancel.
- Follow directions to the best of your ability. Ask questions if you are unsure about anything.
- Be flexible and do not be afraid to admit mistakes. No one is perfect or knows everything, and students will be delighted by your honesty.

More Tips



- Praise each student for even the smallest success. BE POSITIVE & SMILE
- Respect all students regardless of their differences.
- Remember that every learning activity is also a language experience and we need to use our speaking, listening, reading, and writing skills. Volunteers are role models and should speak in quiet, controlled voices.
- Maintain eye contact and listen when students talk. Kneel or stoop to their eye level as you talk with students. Listen attentively to each student, then encourage each student to listen to each other.
- We teach appropriate behavior by example. Show/lead by example how to handle the books, devices and other school property/equipment. By being polite to students, volunteers help teach positive social behaviors.
- Leave the technical job of teaching to the teacher but talk with teacher about the expectations. Remember it will take time and patience for both volunteers and students to feel comfortable to engage with each other.

Thank you!

As a volunteer, you can inspire students to explore and seek careers that will spark a love of learning and an appreciation of service to the community.

The educators and staff 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 Corcoran area.

Thank you for your first-time or continued service as a volunteer and for partnering with us to deliver an educational experience that prepares our students to succeed in today's society and the world around us.

