LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT'S VOLUNTEER HANDBOOK

WELCOME

Welcome and thank you for being a part of the Livermore Valley Joint Unified School District Volunteer Team. Your participation is a valuable asset to the success of our students' educational experience. As a volunteer you provide additional educational opportunities for students, and support to teachers and administrators.

The Office of Human Resources has created a handbook that will help guide a parent/guardian in becoming a classroom volunteer. It is hoped this handbook will give parents/guardians valuable tips and guidelines when volunteering.

Schools today cannot work alone to meet the increasing needs of students, grades K-12. The community must assume a shared approach to education in which parents/guardians, citizens, government, business and community groups work together to help our schools educate, nurture and inspire our students.

Involving parents in supporting their students' education at home is not enough. The extent of parent /guardian involvement in a student's education is more important to student success than family income or education. Teachers recognize the importance of individualized instruction by listening and responding to each student in an attempt to meet their unique and special needs.

The presence of another caring and interested person in the classroom can make a real difference.

You are part of our Education Team. Volunteers who are committed to helping students be successful are important members of our school team. You are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. Students need adults who can guide them through the learning process.

As a volunteer working with students, just think how exciting it will be to know that you are making a difference in a child's life by volunteering in a classroom. We know the experience will be an enjoyable one.

Visit the District's website at https://www.livermoreschools.org/volunteer. Please contact the school site office where you are interested in volunteering for further information.

TABLE OF CONTENTS

Welcome

Overview……..…….. Page 4

Volunteer Requirements & General Information…… Page 4

The Do's and Don'ts of a Volunteer …….. Page 6

Registration …… Page 6

Sign-In …… Page 6

Classroom Volunteer First-Day Checklist ……. Page 6

Guidelines …….. Page 7
- Safe Interaction with Students…… Page 7
- Field Trips and Off-Campus Activities…….. Page 8
- Extracurricular and Enrichment Activities…….… Page 8

Supervision …….. Page 8

Discipline …… Page 8

Reporting of Abuse …… Page 8

Dependability …… Page 8

Personal Doctrines …… Page 9

Cultural Diversity ……. Page 9

Dress and Behavior ……... Page 9

Restrooms ……... Page 9

Displays of Encouragement …… Page 9

Emergencies …… Page 9

Contacting Students …… Page 9

Gift Giving ……. Page 10

Dismissals …….. Page 10

Medications …….. Page 10

Infection Control …….. Page 10

Photographs ……. Page 10

Insurance Coverage ……. Page 10

Code of Ethics for Volunteers …… Page 10

School Volunteer Tips …… Page 11

Appendices

Board Policy – Volunteer Assistance
Child Abuse Reporting
Notification to Parents
School Directory

OVERVIEW

Who is a volunteer?

A volunteer is defined as a non-paid individual who, with District authorization, assists students, schools, or educational programs. We have two types of volunteers in our District: **General Clearance Volunteers and Extended Clearance Volunteers.** *All volunteers* are required to complete a volunteer application, code of conduct form, and have a clear tuberculosis screen on file. Additional information and documents are required if an extended volunteer clearance is desired.

- ***All volunteer clearances expire annually on June 30*** and must be renewed each school year.

General Clearance Volunteers

These include classroom volunteers and other on-campus school volunteers who are directly supervised at all times by LVJUSD staff.

General Clearance requires:

- Completion of the LVJUSD Volunteer Application and acknowledgment of our Code of Conduct in the Raptor online portal.
- Scanning of a government-issued ID via the Raptor system when checking in through the main office at a school site.
- Clear tuberculosis screen record on file. TB screenings are valid for four years but must be resubmitted annually via the Raptor portal. When uploading your TB results, please be sure your name, date of the screening, and the results are all included.

Extended Clearance Volunteers

These include volunteers who may interact with students without direct supervision by LVJUSD staff. The extended clearance applies to program-related volunteers such as assistant club leaders, and volunteers for field trips (i.e. chaperone's), drivers, and other volunteers who will be interacting with students without the presence of a staff member. These volunteers must have school site approval to obtain this level of clearance prior to completion of being cleared to volunteer. Extended Clearance Requirements:

- All General Clearance requirements ***plus***
  - When volunteering for field field trips or working independently one-on-one with students:
    - *LiveScan Fingerprinting (DOJ & FBI)- Form
  - When transporting students in a personal vehicle:
    - Copy of your driver's license uploaded to Raptor online portal.
    - *LiveScan Fingerprinting (DOJ & FBI) - Form
    - Proof of insurance declaration page (not an insurance card)
    - uploaded to Raptor online portal. This page will include proof of the minimum coverage requirements (Bodily Injury $100,000/300,000; Property Damage $50,000; Medical $5,000)

- **LiveScan Fingerprinting only needs to be completed once; it remains active throughout your duration as a volunteer in our District.**

I. VOLUNTEERS

- **Requirements:**

  - Register as a LVJUSD volunteer on the online portal, Raptor, and create a volunteer account
    - English: https://apps.raptortech.com/Apply/NjgzMzplbi1VUw==
    - Spanish: https://apps.raptortech.com/Apply/NjgzMzplcy1VUw==

  - TB and/or LiveScan (criminal background check) may be needed to participate in certain activities. The school site will guide you through this process.

  - **Keenan Safe School Training** - all volunteers are now required to complete annual mandated reporter and child abuse prevention training.

- **Volunteers can be:**
  - Parents/Guardians
  - Grandparents
  - College Students
  - High School Students
  - Community Members
  - Retirees

- **Areas to Volunteer**:
  - Classroom
  - Field Trip
  - Library
  - Office
  - Activities Office
  - Sporting Events
  - Extracurricular Coach
  - Tutoring
  - TOPS
  - Math Counts

The Do's and Don'ts of a Volunteer

What a Volunteer Does	What a Volunteer Does Not Do
Praises and encourages	Berates or belittles
Tells the child good things about him or herself	Acts in a cold or indifferent manner
Tries to understand how the child feels	Criticizes the teacher
Commits to regular attendance	Fails to call and let school know he or she is going to be absent
Builds caring and supportive rapport	Gets physical with a child
Speaks directly to teacher about any concerns regarding student performance	Violates confidentiality by passing on information to the community
Is considerate of teachers' time	Loses control and says something that is inappropriate or might be regretted
Makes a difference in a child's life	

II. REGISTRATION

The volunteer application is available online. Please go to the following website to create a volunteer account, apply to volunteer and track your application status; complete the volunteer confidentiality agreement and statement of understanding.

- English: https://apps.raptortech.com/Apply/NjgzMzplbi1VUw==
- Spanish: https://apps.raptortech.com/Apply/NjgzMzplcy1VUw==

III. SIGN-IN

Please be sure to sign in and pick up a site badge to wear during your volunteer service at the school site. When you sign out, please return the badge. For your safety and the safety of our students, it is important that we know who is on campus at all times.

IV. CLASSROOM VOLUNTEER FIRST-DAY CHECKLIST

- ☐ Ask where you should store your personal items and where your workstation is located.
- ☐ Learn how the teacher will communicate with you during the volunteer assignment.
- ☐ Ask about classroom standards and your role in enforcing them.
- ☐ Ask for ways on developing rapport with the students.
- ☐ Try to learn names of students.
- ☐ Assist pupils when possible.
- ☐ Be punctual.
- ☐ Call the office if you need to be absent.

- ☐ Be patient when dealing with students.
- ☐ Student efforts should be praised.

V. GUIDELINES

a) Safe Interaction with Students:

All interaction with Livermore Valley Joint Unified School District students, staff and volunteers should be professional and focused on teaching and learning. These guidelines are provided for the protection of everyone involved and must be followed by volunteers:

- ❖ Avoid being alone with students. If alone with a student, be visible and in an open location.
- ❖ Treat all students in the same manner.
- ❖ Maintain appropriate boundaries between volunteer and student.
- ❖ If you sense that a student may be developing a personal interest in you, see the teacher immediately.
- ❖ Giving gifts to student(s) is prohibited.

Physical contact with students:

No physical contact with students unless for Health or Safety reasons.

Do not:

- ❖ Take students on private outings.
- ❖ Initiate social activities with students.
- ❖ Transport students alone.
- ❖ Make any comments that are based on gender or could be construed as sexist.
- ❖ Make any comments and/or innuendo that are sexual in nature or could be construed as sexual.
- ❖ Make jokes that belittle or diminish another person.
- ❖ Share personal religious or political beliefs.
- ❖ Give students compliments that focus on physical attributes.
- ❖ Initiate conversations or correspondence of a private and personal nature with students.

- Provide your contact information to any student or ask for the phone number of any student.

b) **Field Trips and Off-Campus Activities**

Volunteers must be at least 18 years old and out of high school to serve as a chaperone for off-campus field trips and activities. Volunteers who wish to drive students must be 21 years of age, have a valid California driver's license, and a currently registered vehicle and insurance. This information must be uploaded to your Raptor account.

c) **Extracurricular and Enrichment Activities**

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of Livermore Valley Joint Unified School District or its PTA/PTO or Booster Club and comply with all applicable rules and regulations.

VI. SUPERVISION

School volunteers always work under the direct supervision of school or district professional staff. **General Clearance volunteers are never to be alone with a student.**

VII. DISCIPLINE

Students rarely misbehave while working with volunteers. However, our schools have detailed plans to address behavior concerns. The responsibility for discipline rests with the professional staff. Volunteers may not discipline students. Please make the teacher/staff aware of any discipline issues that arise while you are working with a student or on campus.

VIII. REPORTING OF ABUSE

If a child confides in you information of a personal nature that may be construed as possible abuse, you are obligated to report this information to the staff member that you are volunteering with and the school principal. They are prepared to follow up with the appropriate referral or reporting agency (See Appendix).

IX. DEPENDABILITY

Volunteers should always be prompt and reliable. If you cannot make your scheduled shift, please notify the staff as soon as possible. If you are going on vacation, advance notice is always helpful to staff. The work you do is important. Staff and students look forward to and depend on your volunteer assistance.

X. PERSONAL DOCTRINES

The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student.

It is the responsibility of every volunteer, staff member and administrator to report to the District within 24 hours any misconduct on their part that would jeopardize their volunteer status.

XI. CULTURAL DIVERSITY

It is important that we respect the cultural differences and ethnic diversity among students, staff, and families as a valuable component of every student's educational experiences.

XII. DRESS AND BEHAVIOR

Please dress appropriately for the volunteer assignment you are performing. Casual clothing is fine, but we ask that your attire be conservative. Your attire should not reflect clothing suited for the weekend or the beach. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as a good role model for students to follow.

XIII. RESTROOMS

Staff restrooms are available for volunteers. Do not use student restrooms or accompany students into the student restrooms.

XIV. DISPLAYS OF ENCOURAGEMENT

It is best to reserve any show of support and encouragement to verbal phrases, handshakes and pats on the back. See Tips for Working with Students for ideas on encouraging students.

XV. EMERGENCIES

Check with your supervising teacher or office staff for emergency plan procedures at the school site that you are currently volunteering. Please report any accidents or unusual incidents to the teacher immediately.

XVI. CONTACTING STUDENTS

In your role as a school volunteer, you will meet many wonderful students. Your work with students will be fun and rewarding. However, volunteers may not telephone students or visit them off campus or at their homes. In addition, students may not be invited to a

volunteer's home. Your volunteer assignment whether at school or off campus is under District supervision and should be kept on a professional level.

XVII. GIFT GIVING

Please limit gift giving to small rewards approved by the teacher for a job well done or special day. A new pencil, a sticker, or other small token works well. It is always best to check with the teacher first.

XVIII. DISMISSALS

Volunteers may never dismiss a student from school. Children who must leave school early for any reason must receive permission from the school office and sign out before leaving.

XIX. MEDICATIONS

Medical treatment for any student is the responsibility of the school nurse or other designated personnel. Volunteers may not administer medication to a child. If a student becomes ill, follow the school's procedures in regards to notifying the teacher and taking the child to the nurse.

XX. INFECTION CONTROL

Please remember that hand washing is the most important way to prevent the spread of infection. During the course of your volunteer assignment, do not expose yourself to blood or other human body fluids. If a student has a medical emergency, call the teacher. In the case of a bloody nose, direct the student to hold and cover his own nose with a tissue. Staff has been trained to deal safely with these situations.

XXI. PHOTOGRAPHS

Before taking a student(s) photograph, ask the teacher for permission. The School District is accountable to assure the proper parental permission is on file. (See Appendix)

XXII. INSURANCE COVERAGE

Volunteers are covered by the District's Worker's Compensation Insurance Policy while working on or off campus, under the supervision of a staff member in school sponsored activities. For insurance reasons, children who are not enrolled in school may not accompany volunteers to school sponsored events, either on or off campus.

XXIII. CODE OF ETHICS FOR VOLUNTEERS

1. Classroom and student work is always confidential. Please don't discuss student problems with anyone except the teacher.

2. Try not to compare children within the classroom.

3. Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything.

4. Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.

XXIV. SCHOOL VOLUNTEER TIPS

REMEMBER TO BE:

- HONEST in your approach and attitude which will aid in developing trust
- PATIENT when working with students because when they are having difficulty with a subject, they do not need additional pressure
- FLEXIBLE in responding to the needs of students
- FRIENDLY because with a smile and a thank you, you can accomplish miracles
- RESPECTFUL by treating individuals in the same manner you wish to be treated
- CONFIDENTIAL because it is very important that what is observed in the classroom remains confidential, and student performance or behavior is not to be discussed with other parents