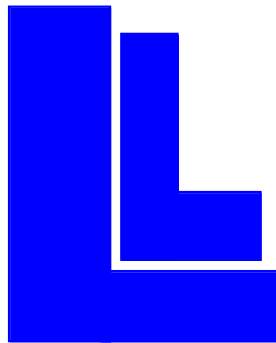


LITTLE LAKE CITY SCHOOL DISTRICT



VOLUNTEER HANDBOOK

August 2023

Dear Volunteer,

We welcome you to Little Lake City School District (LLCSD). Your participation in our volunteer program will benefit all of the students and staff at the site(s) at which you will volunteer.

LLCSD realizes that parents, grandparents and other community members serve as valuable resources to our schools by enriching the daily learning of children. LLCSD's volunteer program provides students the opportunity to establish positive relationships and to interact with a variety of community members. It also provides volunteers an opportunity to make a direct contribution to the instructional program.

This handbook provides information about LLCSD's volunteer program, District policies and procedures, and some of your responsibilities as a LLCSD volunteer. If you need clarification on any item, please discuss it with the appropriate site administrator. In addition to explaining policy and procedures, we hope this volunteer handbook also gives you an indication of LLCSD's interest in the welfare of all those who volunteer within our school community.

Thank you for your contribution to the quality of education in the Little Lake City School District. We look forward to a positive and mutually beneficial relationship as we work together to provide the best possible educational opportunities for our children and youth.

Sincerely,

Jonathan Vasquez  
Superintendent

## **TABLE OF CONTENTS**

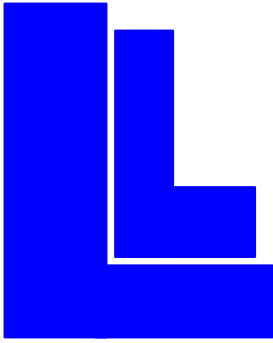
You're Part of Our Team..... 1  
About our Board of Education and School District ..... 2

### **Volunteering Policies**

Why Do We Need Volunteers? ..... 3  
What District Guidelines Apply To Volunteers? ..... 3  
Mantoux TB Test ..... 3  
Absence and Punctuality ..... 4  
Background Check ..... 4  
Discipline ..... 4  
Confidentiality ..... 4  
Equal Volunteering Opportunity ..... 4  
Volunteer Relations with Students and their Families ..... 5  
Harassment ..... 5  
Suspected Child Abuse or Neglect ..... 5  
Discontinuation of Volunteer Services ..... 5

### **Other Policies**

Siblings ..... 6  
Office Machines (Copyright) ..... 6  
Computer Software (Copyright) ..... 6  
Dress Code ..... 6  
Personal Phone Calls ..... 6  
Safety ..... 6  
Ways to Work with Students ..... 7  
Standards of Conduct ..... 8  
Safety Rules ..... 9  
Assist in Schools ..... 9  
Receipt of Acknowledgement ..... 10  
Volunteer Profile ..... Attachment A



## **You're Part of Our Team**

### **District Mission**

*With a focus on learning, the shared mission of the Little Lake City School District community is to provide a quality education that ensures success for every student.*

### **Beliefs**

1. Students First
2. Results Matter
3. Whatever it Takes

As a member of the Little Lake City School District's volunteer team, you have the opportunity to contribute your talents and energy to enrich the daily learning of our students. In return, you will gain new experiences while feeling the satisfaction of making a difference for our students and schools.

At LLCSD, safety is a top priority. We believe it is our duty to provide a safe and orderly environment for our staff, students and volunteers. For everyone's protection, we have both safety and substance abuse policies in place.

LITTLE LAKE CITY SCHOOL DISTRICT

VOLUNTEER HANDBOOK

BOARD OF EDUCATION

Manuel Cantu  
Gina Ramirez  
Janet Rock  
Jasmine Sanchez  
Hilda Zamora

Superintendent  
Mr. Jonathan Vasquez

Personnel Services  
Ms. Sonya Cuellar, Assistant Superintendent

Educational Services  
Mrs. Monica Johnson, Assistant Superintendent

Business Services  
Mrs. Liz Seymour, Assistant Superintendent

### **Volunteering Policies:**

Whether you are new or an experienced volunteer in the Little Lake City School District, you may feel unfamiliar with your new surroundings. This is a normal feeling and is expected. Fellow volunteers, the school district staff, and especially your site administrator want to help you get off to a good start. Feel free to ask for help concerning anything you do not understand.

### **Why do we need volunteers?**

Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community.

### **What District Guidelines apply to volunteers?**

All volunteers must sign in each day and pick up a volunteer badge at the school office. We also request that volunteers sign out when they have completed their volunteer time for the day. Badges should be returned at that time.

Volunteers are covered by the District Workers' Compensation plan. If a volunteer is injured as a result of a "job related activity" while volunteering, he or she may qualify for Workers' Compensation benefits. If you wish to pre-designate a physician, you may notify the Personnel Office, prior to an injury. Your designated physician must, however, have previously directed treatment for you, and must have your medical history and records. In the event of an "industrial injury," an injury or illness which occurs while you are performing your volunteer work, you must adhere to the following procedures:

- Report your injury to the school administration office immediately no matter how small your injury may seem;
- If medical attention is necessary, contact the school secretary. The Business Office must pre-authorize your visit to a medical facility or your pre-designated physician.

### **Mantoux TB Test**

Volunteering with LLCSD is contingent on the submission of a negative Mantoux TB test (California Education Code 49406), **at the volunteer's expense**, to the Personnel Office within 30 working days of beginning work.

At the discretion of the Superintendent or designee, volunteers who work any period of time less than a school year and whose functions do not require frequent or prolonged contact with pupils, may not be required to submit a Mantoux TB test.

### **Absence and Punctuality**

In most cases, 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 site immediately.

### **Background Check**

In accordance with state law, all volunteers must submit to a criminal record check prior to the commencement of volunteer service (at their own expense). (California Education Code 35021 & 35021.1). Individuals who fail to comply with this request will not be accepted as volunteers.

### **Discipline**

Rules and procedures related to student discipline have been established by the school and individual classroom teachers. Classroom teachers and school administrators are responsible for student discipline. Volunteers are not permitted to discipline students. These guidelines are maintained for the safety and welfare of all students. Fairness, consistency, and follow-through are essential to maintaining good control. Please remember to ask for the assistance of the teacher if a situation calls for follow-up disciplinary action.

### **Confidentiality**

Volunteers are responsible for respecting the confidentiality of all students, staff and privileged information to which they may be exposed to as a volunteer. Our students and their families entrust the Little Lake City School District with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. By volunteering with LLCSD, 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 the seriousness of this requirement, disclosure of confidential information could lead to denial of the privilege of volunteering.

### **Equal Volunteering Opportunity**

Little Lake City School District provides equal volunteering opportunities for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. All matters relating to volunteering are based upon ability to perform the job, as well as dependability and reliability.

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

The success of the LLCSD volunteer program depends upon the quality of the relationship among the District, our volunteers, our teachers, our students and their parents, and the general public. Regardless of your status as a volunteer, you are an ambassador of the Little Lake City School District.

## **Harassment**

Little Lake City School District is committed to an environment that is free of discriminatory intimidation, hostility or other offenses. Harassment of any sort, whether physical, visual or verbal will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Sexual harassment includes:

1. Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's service to the district.
2. Work environment sexual harassment occurs when an employer creates or permits a hostile, intimidating, or offensive work environment due to unwelcome sexual conduct in the work place. This includes innuendoes, remarks or comments previously considered benign.

As a LLCSD volunteer, you are responsible for helping to keep our volunteer environment free of harassment. Any volunteer who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, is asked to immediately report it to the Site Administrator or to the Assistant Superintendent, Personnel Services.

## **Suspect 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.

## **Discontinuation of Volunteer Services**

If for any reason you decide not to continue volunteering with LLCSD, please inform your site administrator and those you work with directly.

LLCSD reserves the right to discontinue the volunteer relationship with any individual.



## **Siblings**

Younger siblings should not accompany parent volunteers to school when they are volunteering. Preschoolers and 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 preschoolers (laminating machines, paper cutter, scissors, staplers, copy machines, etc.).

## **Office Machines (copyright)**

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. It is not for personal use. Parent volunteers should use computers that are located in classrooms or staff workrooms. Volunteers' flexibility and cooperation in this area is greatly appreciated.

## **Computer Software**

LLCSD does not condone the illegal duplication of software. The copyright law is clear. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted materials without authorization."

## **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 site administrator.

## **Personal Phone Calls**

Permission to use the phone to place local calls in an emergency may be requested. Incoming urgent calls will be directed to you. Cell phone use is not permitted during your volunteer work in classrooms or outside of classrooms.

## **Safety**

Maintaining a safe and secure school environment is everyone's responsibility.

- Know the location of alarms and fire extinguishers.
- Know evacuation procedures.
- Always keep personal property secured.

### **Ways to Work with Students**

- Relax and be yourself
- Be friendly toward all the students
- Be pleasant and interested in the students' activities
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done
- Encourage positive behavior by making note of students who are doing things the right way
- Remember that a student often responds better to suggestions rather than commands
- Proceed at the student's own rate of speed
- Don't do for a student what he or she can do for himself or herself
- Call the student by name at each opportunity
- In planning with a student, keep your expectations few, short and clear
- Be flexible
- Be patient
- Be fair

## **Standards of Conduct**

By volunteering with the Little Lake City School District, 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 make certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, our organization becomes a better place to work for everyone. Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.

We expect each person to act in a mature and responsible manner at all times. LLCSD 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 type of equipment.
- Treating fellow volunteers, teachers, students, parents and administrators with respect and kindness.
- “Zero Tolerance” for the possession of any type of firearm, weapon or explosive on LLCSD premises.
- 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 or while participating in any district activity (except medication prescribed by a physician which does not impair volunteer performance) will result in immediate release.
- LLCSD is a tobacco free school district. Tobacco products shall not be used on LLCSD premises or while participating in any district activity.
- No soliciting or selling of products, services, etc. on LLCSD premises without the prior written approval of the Superintendent or designee.
- Refraining from proselytizing in regard to religion or politics on LLCSD premises.
- Maintaining the confidentiality of all personal and privileged information.

## **Safety Rules**

The following is a list of general safety rules for all workers. Employees and volunteers are required to comply with these rules.

- Under no circumstances shall a volunteer place himself, a co-worker or a student in a hazardous situation.
- Work area (on or off-site) is to be kept neat, orderly and clean. Report unsafe conditions to your supervisor immediately.
- Personal protective equipment (goggles, shoes, gloves, respirators, coveralls, etc.) must be worn at all times when specifically required. Loose jewelry or clothing should be avoided.
- Follow good lifting practices. Ask for help when needed and help others lift or carry heavy or bulky objects when necessary. Stack materials safely.
- Do not start or attempt to repair defective electrical equipment.
- Use tools and school machines only for their intended purpose. Do not use defective tools, equipment or machinery. Do not remove guards or safety devices on power tools or equipment.

## **Assist in Schools**

The following is a partial list of volunteer opportunities. For additional information on the areas in which volunteer services are needed, please contact the school principal.

- Read stories to children
- Work with children in special interest areas
- Present learning game activities
- Assist the teacher in preparing classroom and homework materials
- Prepare and present materials for art, physical education and music activities
- Accompany groups on field trips
- Assist with campus special events
- Assist with PTA/PTSA activities and functions
- Tutor students
- Share technology skills
- Share travel experiences
- Assist with music and drama presentations

**Receipt and Acknowledgement of  
Little Lake City School District Volunteer Handbook**

This volunteer handbook is an important document intended to help you become acquainted with LLCSD. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may require additional information.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the LLCSD volunteer handbook.

- I have received and read a copy of the LLCSD Volunteer Handbook. I understand that the policies, rules and benefits described in it may be subject to change at the sole discretion of the Little Lake City School District at any time.
- I understand that as a LLCSD volunteer I am required to submit to a criminal record check.
- I understand that my volunteer services may be terminated at will, either by myself or LLCSD, regardless of the length of my volunteer service.
- I am aware that during the course of my volunteering, I may become aware of confidential information. I understand that it is critical that this information not be disseminated within or outside the school community.
- I understand I must submit a documented intradermal (mantoux) tuberculin (TB) test, which, if positive, shall be followed by an x-ray of the lungs.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date:



PLEASE COMPLETE AND RETURN TO SCHOOL PRINCIPAL OR YOUR SUPERVISOR

**LITTLE LAKE CITY SCHOOL DISTRICT  
VOLUNTEER PROFILE**

NAME \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

ADDRESS \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**PERSONS TO BE CONTACTED IN THE EVENT OF AN EMERGENCY:**

1) NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

2) NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

TYPE OF VOLUNTEER WORK TO BE PERFORMED \_\_\_\_\_

**I AM ABLE TO PERFORM THE "ESSENTIAL FUNCTIONS OF THE WORK"**

YES \_\_\_ NO \_\_\_ IF NO, EXPLAIN \_\_\_\_\_

**CONVICTION RECORD:**

Have you ever been convicted of a criminal offense, which resulted in you being imprisoned, placed on probation, or required to pay a fine of more than \$25.00. Include convictions dismissed following probation. Do not include minor traffic violations.

Yes \_\_\_ No \_\_\_ If yes, attach a sheet with the following information for each offense: Offense, date, place, sentence or fine. Convictions for certain crimes may preclude your consideration as a volunteer. You may be fingerprinted, and a criminal background check by a law enforcement agency may be conducted.

I acknowledge that I have read and understand the above, and all information provided is true and correct.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date