



*Briggs School District*

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# Visitor/Volunteer Handbook

# Briggs Elementary School District Visitor/Volunteer Handbook

The Board of Trustees recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parent/guardians and other members of the community to share their time, knowledge, and abilities with students.

*(cf. 1000 – Concepts and Roles)*  
*(cf. 1700 – Relations Between Private Industry and the Schools)*  
*(cf. 4127/4227/4327 – Temporary Athletic Team Coaches)*  
*(cf. 4222 – Teacher Aides/Paraprofessionals)*  
*(cf. 5020 – Parent Rights and Responsibilities)*  
*(cf. 5148 – Child Care and Development)*  
*(cf. 5148.2 – Before/After School Programs)*  
*(cf. 6020 – Parent Involvement)*  
*(cf. 6171 – Title I Program)*

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community member. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

*(cf. 1020 – Youth Services)*  
*(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)*

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contributions to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 3515.2 - Disruptions)*

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

*(cf. 1150 - Commendations and Awards)*

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

### **Qualifications**

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)

A volunteer who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (Education Code 49024)

### **Duties of Volunteers**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

### **Qualifications**

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

*(cf. 4212 - Appointment and Conditions of Employment)*

Any volunteer working with students in a district-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement.

*(cf. 4212.5 - Criminal Background Check)*

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*  
*(cf. 6145 - Extracurricular and Cocurricular Activities)*

The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

*(cf. 3515.5 - Sex Offender Notification)*

The Superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

## **ROLE OF THE VOLUNTEER**

Work with children

Perform clerical and other support functions

Enrich the program with special talents, and organize special events

Work on committees, School Site Council, and various Parent Club work groups

Participate in fundraising activities

## **BENEFITS**

Expands one-to-one and small group opportunities.

Provides additional opportunities to meet student needs, e.g. interest groups, enrichment opportunities.

Enables teachers to devote more time to direct instruction, facilitation and planning.

Allows students to expand and extend learning needs and opportunities.

Provides support for our strong educational program and helps to plan for continual improvement and growth.

Helps to provide financial support additional outstanding programs, materials, and resources.

## **EFFECTIVE PRACTICES FOR VOLUNTEERS**

- 1) Be warm and friendly. Learn the children's names and show interest in what they are doing and telling you. You are a very important listener.
- 2) Respect a child's privacy. If a child or a teacher reveals personal information, regard it as confidential . If parents and friends ask about your work, tell them you enjoy working with the children and discuss activities you do rather than specific information about a child, teacher, or the school.
- 3) When working with children, encourage them to do their own thinking. Give them plenty of time to answer; silence often means they are thinking and organizing what they want to say or write.
- 4) If you don't know an answer or are unsure of what to do, admit it to the children and work it out together. Feel free to ask the teacher or the children for help when you need it.
- 5) Use tact and positive comments. Encourage the children and look for something worthy of a compliment, especially when the children are having difficulties.
- 6) Accept each child. You do not need to feel responsible for judging a child's abilities, progress or behavior.
- 7) Maintain a sense of humor.
- 8) Be consistent with teachers' rules for classroom behavior, schedule, and atmosphere.
- 9) Wear clothes and shoes that are comfortable and in compliance with dress code policies .
- 10) Keep your commitment. The children will expect you and look forward to seeing you . If you know you will be gone, tell them in advance. Keep all promises, and make none that you cannot keep. Children will remember!

## CODE OF ETHICS FOR VOLUNTEERS

- 1) A volunteer is part of the educational team and acts accordingly to win the confidence and respect of the school staff.
- 2) A volunteer conforms to established district and school policies, regulations and procedures including signing in and out, use of property, dress code, etc.
- 3) A volunteer supports the staff by following school-wide or classroom rules and procedures regarding student behavior.
- 4) A volunteer must be dependable and consistent in order to provide the maximum benefit to teachers and students.
- 5) A volunteer helps build the students confidence and avoids disparaging remarks. Find the good and praise it.
- 6) A volunteer honors/respects students regardless of differences in background, intelligence, physical or emotional maturity.
- 7) A volunteer does not discuss the child's progress or behavior with the parent, but refers parents to the appropriate teacher or principal should a question arise. Direct communication with parents about a child's school work is the responsibility of the school's professional staff.
- 8) A volunteer does not discuss confidential information with anyone. Think of any child as your own and respect confidential issues.

### **Confidential information includes:**

**Academic and health records**

**Test scores and grades**

**Discipline problems within a classroom**

**Character traits of an individual child**

- 9) A volunteer speaks constructively of all professional staff, but should report difficulties involving the welfare of students or school to the principal.
- 10) A volunteer is in the school for a relatively short portion of the week, and therefore perception of a problem can be mistaken because the volunteer is not aware of the total situation. Volunteers should take their questions about such problems to the school principal.
- 11) A volunteer consults with supervising teachers at appointed times so as not to interrupt the teachers' schedules. A volunteer follows school procedures for setting up a parent-teacher conference, and does not interrupt the instructional program, teachers' planning time and free periods, or volunteer schedule.
- 12) At no time, should an adult enter or accompany a child in the student's restrooms.

## CODE OF ETHICS FOR VISITORS

### **Parent's & Visitor's Guidelines**

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the Briggs Elementary School District, it is essential that all parents and visitors to our school grounds be aware of their responsibilities and adhere to the expected code of conduct as set forth in this pamphlet and the Comprehensive School Safety Plan.

### **Public (Visitor) Conduct on School Property**

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The school principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor or volunteer.
- All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return to the office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s), so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

### **Conduct Prohibited on School Property**

*No person shall:*

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.



- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- At no time, should an adult enter or accompany a child in the student's restrooms.

***Persons in violation of the Code of Conduct***

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

The district reserves its right to pursue a civil or criminal legal action against any person violating the code.

## AGREEMENT OF RESPONSIBILITIES

The volunteer:

- 1) Maintains his/her commitment of being at school on the scheduled day and time. Should a conflict arise, please contact the teacher or the office as soon as possible by note or phone.
- 2) Reports to school office to sign in and receive school badge. Volunteer badge needs to be in a visible location at all times. This verifies that the volunteer is in the school in case of an emergency or in case of an accident (insurance coverage).
- 3) Agrees to the confidentiality clause identified in the Code of Ethics for Volunteers.

The teacher:

- 1) Plans all instructional activities in which volunteers are involved.
- 2) Defines the role and specific tasks of the volunteer.
- 3) Trains the volunteer in the use of materials.
- 4) Assumes responsibility for student behavior.
- 5) Calls the volunteer in advance if services are not needed on a scheduled day.

The School:

- 1) Provides the volunteer sign in/out sheet in the school office.
- 2) Identification Badge

By signing the attached Volunteer Registration Form, I hereby agree to the terms and conditions stated in the Briggs Elementary School District Volunteer Handbook.

# BRIGGS ELEMENTARY SCHOOL DISTRICT VISITOR/VOLUNTEER REGISTRATION FORM

*Briggs Elementary School District recognizes the tremendous positive impact that volunteers have in enriching educational programs and greatly appreciates the contribution of your time and energy in this regard. In order to safeguard students, the following identifying and background information is required of all volunteers who work with and around students on the campus. We invite you to visit your child's classroom or volunteer in the classroom. Should you wish to visit, please stop by the office in advance to pick up a volunteer packet and fill out the volunteer registration form. Volunteer Registration Form will need to be turned in to the office prior to volunteering. Volunteering in the classroom must be set up with the classroom teacher. It is important that we limit interruptions to instruction and ensure **safety** of the children, therefore, office personnel must identify all people entering the school grounds and give all visitors, volunteers, and non-school employees a **visitor badge**.*

Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## TYPE OF VOLUNTEER ACTIVITIES ANTICIPATED:

Classroom Volunteer       School Volunteer       Other \_\_\_\_\_

## BACKGROUND / SECURITY INFORMATION:

Have you ever been convicted of, or are you awaiting trial for, any sex offense or any felony involving controlled substances?     No                       Yes

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending?     No                       Yes

If you answered yes to either question, you must attach a complete and accurate Conviction Record form. An answer of yes will not necessarily disqualify you from volunteering. Any information provided in connection with a yes response will be kept confidential.

## IDENTIFICATION:

Please attach a legible photocopy of your driver's license or other picture identification card.

## CERTIFICATION:

I hereby certify that all statements made on this registration form and any attachments are true and complete to the best of my knowledge and authorize investigation of all statements herein recorded. I also certify that I will comply with confidentiality policies, procedures, and processes of the Briggs Elementary School District.

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

## CONVICTION REPORT

### This information will be kept confidential

If you have a record of convictions for any offenses other than minor traffic violations, it is required that you disclose the information at this time. Each case is decided on its individual merit and conviction record. Falsification of this form or omission of any convictions may disqualify you as a volunteer.

### CONVICTION RECORD

Have you ever been convicted of a sex offense or narcotics offense?       Yes       No

If so, when? \_\_\_\_\_ Offense? \_\_\_\_\_

Code & Section Number violated (if known): \_\_\_\_\_

Have you been convicted of any misdemeanor or felony that resulted in imprisonment, or are you currently out on bail pending trial for an arrest?       Yes       No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

If the answer is "YES", list all such cases below.

(1) the charge or nature of offense (2) the dates offense occurred (3) the disposition of the penalty imposed

Charge(s)	Dates	Disposition

I certify and declare under penalty of perjury that the foregoing Conviction Record is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date