

CULVER CITY UNIFIED SCHOOL DISTRICT VOLUNTEER HANDBOOK



A pessimist, they say, sees a glass of water as being half empty; an optimist sees the same glass as half full. But a giving person sees a glass of water and starts looking for someone who might be thirsty.

-G Donald Gale-

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CULVER CITY UNIFIED SCHOOL DISTRICT
4034 Irving Place
Culver City, California 90232

SECTION 1000 - INTRODUCTION TO VOLUNTEER HANDBOOK
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INTRODUCTION

Whether you have just joined our school district as a volunteer or have been a volunteer for a while, we are confident that you will find Culver City Unified School District to be a professional and productive organization. Your unique talents and abilities are extremely valuable to us and we look forward to a rewarding and successful association. Culver City Unified School District is proud of the professional services we provide to our students, faculty and community members. We believe that our volunteers are a valuable asset and that each of you directly contributes to our continued success.

The handbook for volunteers was developed to establish a framework in which volunteers can advance both the District's objectives and the individual's interests. This book is intended as a summary of information for and responsibilities of volunteers who assist at the Culver City Unified School District. More detailed information is contained in other District documents which include the District Board Policies and Administrative Regulations and site based guides and handbooks.

These documents are issued to volunteers individually upon request, or are made available at each school site. A copy of the district policies and regulations can be found on our District website page: www.ccusd.org. In addition, each school has its own set of procedures unique to that school, but which fall within the parameters of District-wide documents. Volunteers are responsible for the contents of the various handbooks and are expected to follow district policies and regulations.

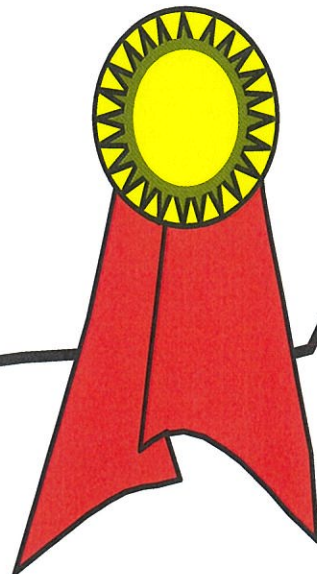
The Culver City Unified School District, an Equal Opportunity Employer, does not discriminate on the basis of race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or the perception of one or more of such characteristics.

MESSAGE FROM THE SUPERINTENDENT

Volunteers provide many valuable services for our schools. Everyone is an expert at something. By volunteering in the Culver City Unified School District, you can share the things you know with people who will really benefit from your time and knowledge – our students.

We need all kinds of volunteers, from people who can speak two languages to those who simply wish to be a chaperone at a sporting event. If you would like to experience the joy of helping a student learn to read, we can arrange that too. The ability to volunteer is limited only by your imagination. If you can dream of it, we can use it.

Make a difference; feel good about yourself and your community by volunteering at a local school. Whether it is one hour or everyday of the school year, we need your help.



MISSION STATEMENT

The mission of the Culver City Unified School District,

a diverse haven of excellence,

is to ensure that each student possesses the academic

and personal skills necessary to achieve his/her highest

potential as a valued, responsible member of society

by providing challenging, personalized educational experiences

in a safe, nurturing environment and by fostering a passion

for teaching and learning

with committed parent and community involvement.



CULVER CITY UNIFIED SCHOOL DISTRICT



BOARD OF EDUCATION

Summer McBride, President
Dr. Tashon McKeithan, Vice President
Anne Allaire, Ph.D., Clerk
Dr. Steven Levin., Parliamentarian
Dr. Kelly Kent, Member

Culver City Unified School District meetings are regularly scheduled for the second and fourth Tuesdays of every month at 7:00p.m.

DISTRICT ADMINISTRATION
(310) 842-4220

Leslie Lockhart, Superintendent
Tracy Pumilia, Assistant Superintendent of Educational Services
Jennifer Slabbinck, Assistant Superintendent of Human Resources
Robert Quinn, Assistant Superintendent of Human Resources



SCHOOLS AND SCHOOL SITE ADMINISTRATION

OFFICE OF CHILD DEVELOPMENT

10800 Farragut Drive
(310) 842-4230
Vanessa San Martin, Director
Llona Gergi, Assistant Director
Cecilia Duran, Administrative Assistant

ELEMENTARY SCHOOLS

El Marino Language School, K-5

11450 Port Road
(310) 842-4241
Mina Shiratori, Principal
Dorothy Bellante, Secretary

El Rincon School, K-5

11177 Overland Avenue
(310) 842-4340
Dr. Amy Hodge, Principal
Debbie Hamme, Secretary

Farragut School, K-5

10820 Farragut Drive
(310) 842-4323
Dr. Rebecca Ngo, Principal
Mari Ruiz, Secretary

La Ballona School, K-5

10915 Washington Boulevard
(310) 842-4334
Dr. Rebecca Godbey, Principal
Erika Arredondo, Secretary

Linwood E. Howe School, K-5

4100 Irving Place
(310) 842-4338
Kevin Casey Chabola, Principal
Leslie Gardner, Secretary

MIDDLE SCHOOL

Culver City Middle School, 6-8

4601 Elenda Street
(310) 842-4200
Elsy Villafranca, Principal
Tatiana Takahashi, Principal
Julie Makussen, Assistant Principal
Victoria Zerpoli, Secretary

HIGH SCHOOL

Culver City High School, 9-12

4401 Elenda Street
(310) 842-4200
Dr. Lisa Cooper, Principal
Dr. Jennifer Padilla, Assistant Principal
Ebony Nicholson, Assistant Principal
Dr. Kelli Tarvd, Assistant Principal
JoNeilla Guinn, Secretary

ALTERNATIVE PROGRAMS

Culver Park High School/iAcademy

4601 Elenda Street, CPHS Annex
(310) 842-4200 x. 3600
Veronica Montes, Director SFSS
Cindy Fierro, Secretary

Culver City Adult School

4909 Overland Avenue
(310) 842-4200 x. 3500
Veronica Montes, Principal
Ruth Morris, Assistant Principal
Genea Demitroff, Secretary

HEALTH SERVICES

Nurses Office (CCHS)
4401 Elenda Street
(310) 842-4200 ext. 3508
Dianna Castro, Coordinator of Health Svs.

Sandy Siegal Youth Health Center (CCHS)

(310) 842-4328

Maria Jarquin –Mental Health Program-Lead

Jennifer Amaya-Gonzalez – Behavior Health Co-lead

The District and Community

Culver City, with a population of 40,000, is a 4.98 square mile area of an incorporated city renowned for its movie studios, pleasant climate and convenient location.

Located eight miles west of downtown Los Angeles, five miles north of Los Angeles International Airport, and a few hours drive from California's mountains and deserts, Culver City is a great place to live, work and volunteer.

The Culver City Unified School District (CCUSD) has a long tradition of educational excellence and high standards. The community is involved, supportive, and proud of its schools.

The Culver City Unified School District offers a high-quality, comprehensive K-12 education program for approximately 6,600 students. A stable and diverse student population gives the District a rich international flavor.

The District is comprised of five (K-5) elementary schools, one middle (6-8), one high school (9-12), and one continuation high school. The District also has Adult Education and Child Development Programs as well as numerous other programs designed to meet individual student needs.

The District has approximately 700 full and part-time certificated and classified staff and many volunteers.

A Sense of Community

Since 1913 when Culver City was founded, the community has walked hand-in-hand with the motion picture industry. Currently, Culver City is the home of Sony Pictures Entertainment, which is the city's top employer. While being the Heart of Screenland, Culver City has maintained its small-town appeal while growing up alongside its larger neighbors. Culver City residents and businesses have developed a special relationship with CCUSD schools that provide CCUSD students with hands-on learning opportunities. In addition, the Culver City Education Foundation has generated thousands of dollars in donations to improve the classroom learning environment for Culver City students.

Award Winning Schools

The District is home to several California Distinguished schools, and one National Blue Ribbon School, and one Title I Academic Achievement Award winner. Students throughout the District score well on national scholastic exams. The District employs over 300 teachers, many of whom have advanced degrees. They are dedicated to effective and innovative teaching that produces real results.

SECTION 3000 - VOLUNTEER PROGRAM

Program

The Volunteer Program is an organization of dedicated persons who work regularly at Culver City Unified School District. It is an extension of the community into our school. Students have the opportunity to see parents and other interested citizens involved in school activities in a helping relationship. The volunteer program makes it possible for schools to receive the benefits of the specialized skills possessed by the volunteers. This involvement helps the educational staff become more responsive to the needs and goals of parents and the community. It provides opportunities for citizens to see their schools in action and helps to develop better community school relations.

The work of the public school classroom teacher is much more complex than that of a few years ago, and is getting increasingly more demanding year by year. We believe that the volunteer, working under the direction of the professionally trained and certificated teacher, makes possible the improvement of the instructional program offered to students in Culver City Unified School District.

Goals

The goals of our volunteer program are to:

- Enrich the school experiences of individual students

The volunteer, through his or her special talents, and individual attention, can develop meaningful personal relationships with students and contribute to motivation for learning.

- Make better use of the human resources available in the community

Enriching experiences that would not otherwise be available in the regular classroom situation can be provided for children.

- Enable the professional school staff to devote fulltime and energy to the duties of classroom teaching

This is made possible by utilizing volunteers in activities of an auxiliary nature.

- Give citizens the opportunity to participate in the educational programs of Culver City Unified School District
- Help the community to better understand and appreciate the needs and contributions of public schools

Orientation

An effective orientation program can be extremely beneficial to both volunteers and to our school district. Through our orientation program we seek to warmly welcome new volunteers, complete necessary paperwork, and convey essential volunteer and District information. Our goal is to reduce the time required for volunteers to become comfortable and productive on their assignment. Therefore, all new volunteers should participate in an orientation program. Check with your site for details.

You will receive a volunteer handbook and an acknowledgement of receipt on your scheduled orientation date. The acknowledgement of receipt must be signed, dated and submitted to your volunteer site.

SECTION 4000 - VOLUNTEER PRACTICES

Guiding Principles

- The volunteer works under the direction and supervision of a certificated person or PTA appointed coordinator.
- The volunteer is not a substitute for a member of the school staff but one supplying supplemental and supportive services.
- A volunteer should not divulge confidential information to which he/she may have access in the classroom or in the school.
- A volunteer's reaction to particular staff members and children must be kept confidential.
- A volunteer should be given specific instructions and the necessary materials for any job he/she undertakes.
- The volunteer has the basic responsibility to be alert to the individual needs of students and to be responsive to the program of the teachers to whom he/she is assigned and the general direction of the principal.
- He/she must be able to work well and discreetly with both students and adults. He/she must be reliable and responsible for assignments which are accepted. He/she must receive all necessary help in becoming oriented to the work and seek such help and advice as may be necessary to carry it out successfully.
- The volunteer must be willing to accept a minor, but very important role in the school organization and must constantly keep in mind the distinctions between the responsibility and authority of the professional staff and those held by the volunteer.
- The volunteer should seek out, and expect all necessary help in clearly identifying the work to be done and the ways in which it should be accomplished. He/she need not hesitate to ask for all needed help. He/she should be willing to offer suggestions for ways in which his/her services may be more effective.

Volunteer Duties and Responsibilities

The duties and responsibilities outlined below are a summary only, and are not intended to be all inclusive. Additional information and requirements are to be given to you by the administrator/site coordinator at your volunteer site.

➤ **Classroom - responsible to teacher/principal**

To assist the classroom teacher with such duties as:

- Working with individuals or small groups of students to reinforce skills
- Performing clerical or record-keeping tasks
- Presenting information in areas of specialized expertise

➤ **Clerical - responsible to teacher/principal**

To provide needed assistance to school staff:

- Typing
- Duplicating
- Recording
- Counting out materials
- Filing
- Running office machines

➤ **Tutor - responsible to teacher/principal**

To provide assistance to students in the academic subject areas under the supervision of certificated personnel

➤ **Room Parent - responsible to teacher/principal**

To provide assistance to teacher such as:

- Plan and coordinate winter and spring parties for classroom
- Seek helpful assistance from students and/or parents in each classroom during parties
- Become a member of the PTA, attend Association Meetings
- Notify parents about PTA Association Meetings
- Provide chaperone service for field trips

➤ **Academy of Visual and Performing Arts - responsible to coordinator/principal**

To provide assistance to coordinator with productions

➤ **Athletics - responsible to athletic director/principal or administrative designee**

To provide assistance to head coach with activities

➤ **Library - responsible to librarian/principal**

To assist the librarian with such duties as:

- Displays
- Handling of materials
- Supervising children's activities
- Book processing
- Card filing

Role of the Volunteer

In accepting the assignment as a volunteer, you have indicated your desire to support the instructional efforts of Culver City Unified School District by providing a useful, auxiliary service. The following will support and guide you throughout your experience as a volunteer:

The Effective Volunteer

- Is regular in attendance
- Is appreciative of the efforts of the school to educate all students
- Is able to generate enthusiasm about each student and his/her potential
- Is reliable, friendly and flexible
- Is willing to acquire skills that are needed in the school

The Understanding Volunteer

- Recognizes the student's need to improve his/her self-image
- Supports the student by offering genuine friendship
- Provides a relaxed friendly atmosphere
- Provides opportunities for the student to be successful
- Is caring and respectful

The Successful Volunteer

- Shares with the student the warm personal satisfactions which result from successful human relationships
- Provides the teacher with the satisfaction of knowing that the student's needs are being met
- Receives the sense of fulfillment that comes through active participation in a direct service program
- Grows in awareness and understanding of the many problems that the schools face and of the need for citizen support of public education
- Receives the sincere gratitude of the entire school community

Processing

Complete the Prospective Volunteer Packet

- Complete the Prospective Volunteer Packet and include your certificate of clearance showing you were examined and are free from active tuberculosis and return it to the site secretary for processing. Please allow 3-7 days. You may obtain your TB clearance from your medical provider, or other accredited health agency. Packet includes:
 - Instruction Page
 - Prospective Volunteer Profile And Authorization
 - Volunteer Disclosure
 - Hold Harmless and Medical Treatment Authorization
 - Statement of Volunteer Confidentiality and Child Abuse Reporting
 - For Volunteer Drivers only: Driver clearance forms can be obtained from your volunteer site (High School or Middle School) and must be included in your package.*

- Pay the required fee of \$32.00 or \$47.00 to your site secretary. Checks and money orders are payable to CCUSD. Your site secretary will give you a Livescan Form. Proceed to the Culver City Police Department, 4040 Duquense Avenue, Culver City, CA 90232. Appointments are not necessary. Operating schedule is Monday – Friday from 7:30a.m. – 12:30p.m. and 1:30p.m. – 2:00p.m. Hours are subject to change. The phone number is (310) 253-6110. CCPD will keep a copy of your Livescan, you will return the 2nd copy to your site and you will keep a copy for your records.
- Your site secretary will notify you of your clearance. Welcome Aboard!

General Procedures

1. A tuberculosis test is REQUIRED of all people who work in schools. Present proof of negative TB test to your volunteer site secretary along with your volunteer packet.
2. Complete and turn in the Prospective Volunteer Packet.
3. Sign in on volunteer sheet in the school office each time you work on campus.
4. Put on the volunteer badge. The badge must be worn at all times while on campus.
5. Report to your assigned classroom or workplace.
6. Volunteers should participate in emergency drills which occur while they are on campus.
7. Return badge to the office and sign out in the office when volunteer work is completed.
8. Use designated adult restrooms. Never use student restrooms.
9. See principal regarding use of staff lounge while volunteering on campus.
10. Park your car on the street and not in the staff lot.
11. Check with a staff member before using machines for the first time. Do not attempt to correct any equipment malfunction. Call office staff for help.
12. A staff member must be present at all times when you are working with students.
13. **Volunteers are not allowed to discipline students. Refer discipline problems to the teacher.**
14. Remember that information you may be privy to during the course of volunteering is strictly confidential.
15. For liability reasons, other children are not allowed to accompany volunteers during volunteer time.
16. Volunteers are required to attend orientations as scheduled by the site.

SECTION 5000 - GENERAL MANAGEMENT PRACTICES

Nondiscrimination

There shall be no discrimination with respect to actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, military and veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Harassment

All harassment is prohibited. All staff and volunteers have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. Verbal, physical, or other communication or conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated. All types of harassment, whether based on actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, gender, genetic information, sex, sexual orientation, or the perception of one or more of such characteristics protected by federal, state, local or other law, are unacceptable work behavior and expressly prohibited.

Reporting Procedures

A volunteer who believes that he/she has been subjected to inappropriate conduct or who has questions regarding this policy is strongly encouraged to immediately contact the Principal, District Administrator or the Title IX Coordinator. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees and volunteers should feel free to raise their concerns or make complaints without fear of retaliation. Retaliation is also prohibited by this policy.

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.

Child Abuse and Neglect

Known or suspected instances of child abuse or child neglect shall be reported immediately to the teacher or principal. The teacher, assisted by appropriate school site personnel is responsible for seeing that a proper report is filed. Only one report need to be filed.

Corporal Punishment

No person employed or engaged in Culver City Unified School District shall inflict or cause to be inflicted, corporal punishment upon a student. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain in a pupil and is expressly prohibited. Volunteers are not to discipline students. Disciplinary problems should be referred to the teacher.

Drugs and Alcohol

The Culver City Unified School District is declared a Drug and Alcohol Free Work place. All volunteers must abide by the tenets of our District policy. In addition, whenever any volunteer has reason to believe that a student may be under the influence of drugs or alcohol, that volunteer shall notify the teacher or school principal. The principal shall take appropriate action as set forth in District policy.

Attendance and Dependability

Absenteeism and tardiness disrupt the instructional program. Therefore, good attendance, punctuality, and dependability are encouraged for all volunteers.

Performance

Volunteers are expected to perform their jobs, efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include:

- Refusal to work volunteer assignments
- Insubordination or failing to follow teacher's directions
- Unprofessional conduct or rudeness to students, employees or community members
- Violation of safety rules

Honesty and Integrity

Volunteers are expected to demonstrate honesty and professionalism at all times.

Appearance and Grooming

The nature of our business demands that a volunteer's appearance reflect an appropriate professional image and be consistent with the volunteer's duties. Dress, grooming, and hygiene should be appropriate for a school setting. There is also a need to maintain safety. Volunteers with special needs or questions or concerns regarding dress and grooming standards should contact Human Resources.

Confidentiality

Maintaining confidentiality is a condition of volunteering. Volunteers are responsible for acting with complete professionalism when discussing school business or handling school information. Information, files, documents, records, plans, and other materials relating to Culver City Unified School District, its employees, and students are considered confidential. The School District's general business affairs should not be discussed with anyone outside the organization except as required in the normal course of business. Inappropriate release of confidential information, either internally or externally will result in corrective action including possible termination from volunteer status. All questions and requests for confidential information should be referred to the principal.

Workplace Violence

Safety and security are important to us. No one may possess any weapon on school district property, including in any vehicle in the parking lot. Volunteers who violate this policy will be subject to dismissal from the volunteer program.

Safety

Safety is the responsibility of each volunteer. Observance of safety rules and use of safety devices are extremely important. Such safety rules include:

- Reporting to the teacher or principal:
 - Any work-related injuries and illnesses no matter how minor
 - Unsafe conditions or practices (reports may be made anonymously if necessary)
 - All suspicious persons, potentially violent situations, or persons possessing guns or other weapons
- Using only tools and equipment which the volunteer is fully qualified and authorized to use and using all safety equipment, prescribed adaptive devices, and procedures
- Providing safety suggestions
- Restricting and monitoring visitor access to District facilities
- Observing the District's ban on possession of deadly weapons on District premises or in any vehicle in the parking lot.

Volunteers who violate District's safety policies may be subject to dismissal from the volunteer program.

Smoking

We are committed to providing a work environment that supports employee and volunteer health and safety and District productivity. For the protection of all employees and volunteers and to ensure compliance with federal and state laws, smoking is prohibited on school district property.

Responsibilities for Student Welfare and Discipline

It is the responsibility of all administrators, teachers and classified staff to enforce all policies, regulations and procedures in regard to student discipline. It is the responsibility of the volunteer to adhere to the same. While the Culver City Unified School District publishes a Volunteer Handbook yearly, and individual schools have available handbooks relative to discipline, it is the responsibility of each classroom teacher to inform students and parents regarding standards for 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.

Copyright Materials

It is the intent of the Culver City Unified School District to adhere to all provisions of the copyright laws. These laws refer to the reproduction of audio and video recordings, printed materials and computer software. Illegal copies may not be made on school equipment, nor shall these copies be used in the schools or on school equipment. The legal or insurance protection of the District will not be extended to volunteers who violate copyright laws.

Communication and Information Systems

The communication systems (including telephone, fax, photcopy machine, voice mail, e-mail, computer files, and Internet systems) are provided for business purposes and are district property. Volunteers should check with the teacher or office staff before using these systems.

All communications both inside and outside the District should be professional, business-like and courteous. Communications that are offensive, discriminatory, sexually explicit, disruptive, or harassing are strictly prohibited. Those used to solicit commercial, religious, political, charitable, union, or other non-business causes are also prohibited as allowed by law. Improper use of systems and equipment may subject a volunteer to corrective action.

The Culver City Unified School District has established as one of its goals, the advancement of technology throughout the District via the purchase of equipment, software, and training giving access to all students and staff of the District. The District has policies regarding access to, review or disclosure of electronic mail ("E-mail") messages sent or received by District employees or volunteers.

Cell Phone Use

The goal of this policy is to establish guidelines for use of cellular telephones by staff and Volunteers that will ensure that cellular telephone use will not infringe on either the instructional process or on the rights of others. The purpose is to ensure the continuation of a positive learning environment which is free from unnecessary disruptions.

The guidelines for possession and use of cellular telephones (including texting and e-mail messaging), accessories and other paging devices on school campuses shall be:

- Except in the case of an immediate emergency, volunteers shall not use cellular telephones, accessories and other paging devices in classrooms or in a setting which may interfere with any school program.
- All cellular telephone devices should be turned off or in a vibrate (non-auditory) mode when in a classroom or at a school activity where students are present.

SECTION 6000 - INSTRUCTIONS TO THE SUPERVISING TEACHER/COORDINATOR

Plans should be made prior to the volunteer's arrival as to the specific activities in which the volunteer will be involved.

Feedback

The supervising teacher should plan to have an informal discussion with the volunteer following the learning activity. This is the teacher's opportunity to comment favorably and express appreciation, as well as to suggest constructive ways in which volunteer may enhance the effectiveness of the service he/she is providing.

Three Keys To Effective Supervision:

1. Demonstrate the activity
2. Be available to guide
3. Discuss the activity, both before and after

Parents are a vital asset to the students of Culver City Unified School District. More and more parents are stepping into the classrooms as aides and/or resource people, rather than visitors. Volunteers can play a meaningful role in improving the quality of education available to many children.

To meet the educational needs of children, Culver City Unified School District is committed to the idea that volunteers can make a significant difference in the quality of education. The roles of all who are involved are new ones and guidelines must be known to all concerned: the principal, the teacher, and the volunteer so that the potential of this program may be fulfilled.

APPENDICES

- 1. Board Policy/Administrative Regulation 1240, Volunteer Assistance**
- 2. District Map**
- 3. School Calendar**

CULVER CITY UNIFIED SCHOOL DISTRICT
4034 Irving Place
Culver City, California 90232
(310) 842-4220 ext. 4248

VOLUNTEER HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the Volunteer Handbook and have been given the opportunity to ask questions about it. I understand that the Handbook outlines Culver City Unified School District's volunteer responsibilities. I agree to familiarize myself with the information in this Handbook, and will comply with the policies and procedures summarized.

I understand the information in this Handbook is intended to acquaint volunteers with general policies and principles and is not a contractual commitment by Culver City Unified School District concerning the terms of the volunteer assignment. I realize that I am a volunteer and not an employee of the District.

As required, management, at its complete discretion, may modify or eliminate these summarized policies and procedures or any policy, practice or procedure at any time without notice. I realize I will be responsible for complying with future changes in the CCUSD's policies, practices, and rules. I also acknowledge that no employee or CCUSD agent has the authority to allow me to engage in any conduct or behavior that is inconsistent with the Handbook.

Please sign and date this receipt and return it to the site secretary.

Print Name: _____

Signature: _____

Site Location: _____

Date: _____

Volunteer Site File

VOLUNTEER ASSISTANCE

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contributes to school safety while strengthening the schools' relationships with the community. The Board encourages parents/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. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

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 members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

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

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 contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal 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 and comply with employee negotiated agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

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.

VOLUNTEER ASSISTANCE (continued)

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. 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.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8482-8484.6 *After School Education and Safety program*

8484.7-8484.9 *21st Century Community Learning Center program*

35021 *Volunteer aides*

35021.1 *Automated records check*

35021.3 *Registry of volunteers for before/after school programs*

44010 *Sex offense; definition*

44814 - 44815 *Duty of students during lunch and other nutrition periods.*

45125 *Fingerprinting requirements*

45125.01 *Interagency agreements for criminal record information*

45340-45349 *Instructional Aides*

45360 - 45367 *Teacher aides*

48981 *Parental notifications*

49024 *Activity Supervisor Clearance Certificate*

49406 *Examination for tuberculosis*

GOVERNMENT CODE

3543.5 *Prohibited interference with employees ' rights*

12940 - *Prohibited discrimination and harassment*

HEALTH AND SAFETY CODE

1596.7995 *Immunization requirements for volunteers in child care center or preschool*

1596.871 *Fingerprints of individuals in contact with child day care facility clients*

LABOR CODE

1720.4 *Public works; exclusion of volunteers from prevailing wage law*

3352 *Workers' compensation; definitions*

3364.5 *Persons performing voluntary services for school districts*

PENAL CODE

290 *Registration of sex offenders*

VOLUNTEER ASSISTANCE (continued)

290.4 Information regarding sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteer in child care centers

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.nepie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

Policy
adopted: April 1, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Policy
revised: April 8, 2003

Policy
revised: October 22, 2019

VOLUNTEER ASSISTANCE

Duties of Volunteers

The Superintendent or designee may assign volunteers to:

(Education Code 35021, 44814, 44815)

1. Assist certificated personnel in the performance of their duties, including in the supervision of students, and in the performance of 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. *(Education Code 35021, 45343, 45344, 45349)*

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

2. 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)

3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)

4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"

5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

Volunteers shall not be authorized to assign grades to students, and 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, 45344)

(cf. 4217.3 - Layoff/Rehire)

Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

VOLUNTEER ASSISTANCE (continued)

Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. 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. (Education Code 49024)

(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 6145 - Extracurricular and Cocurricular Activities)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check 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)

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to 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.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

(cf. 5145.6 - Parental Notifications)

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex

VOLUNTEER ASSISTANCE (continued)

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)

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

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

The Superintendent or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply

VOLUNTEER ASSISTANCE (continued)

with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 714 - Architectural and Engineering Services)

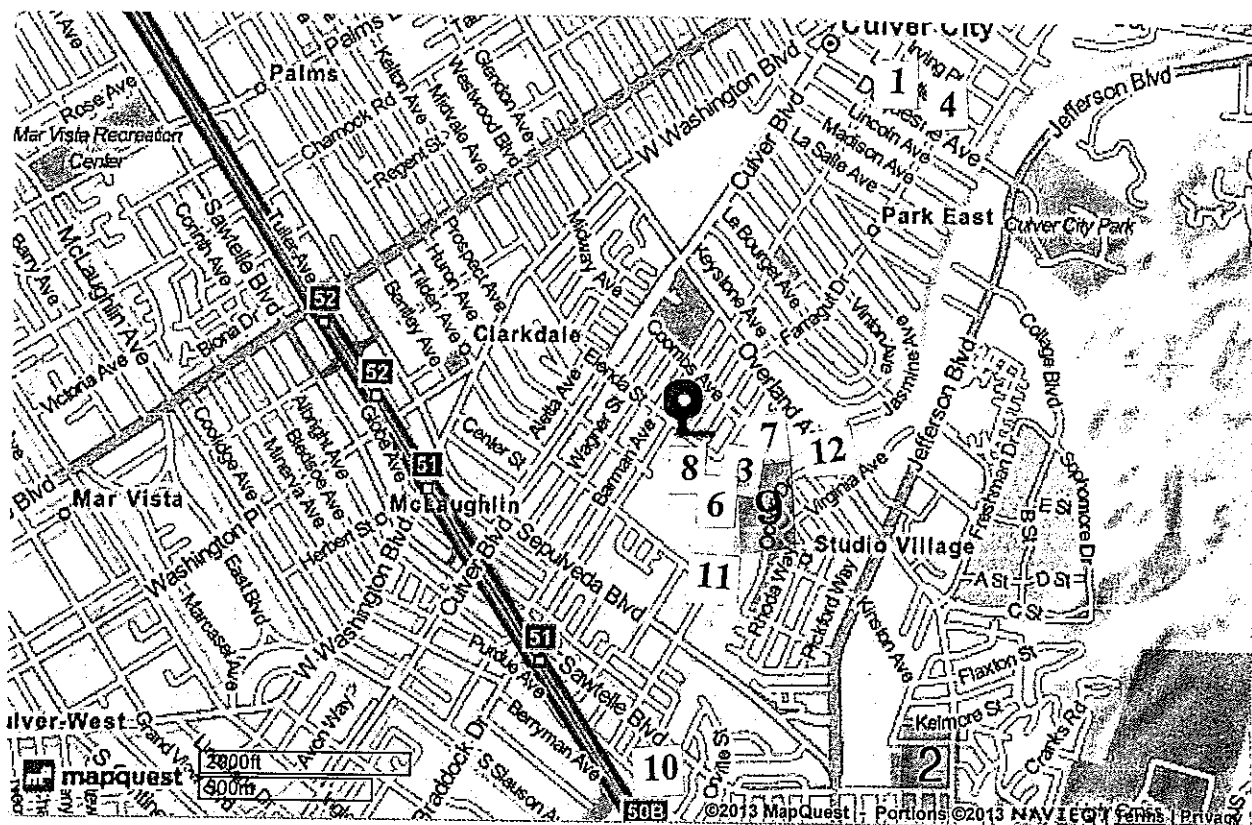
Regulation
reviewed: April 1, 1997

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Regulation
revised: April 8, 2003

Regulation
revised: October 5, 2004

Regulation
Revised: October 22, 2019



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- | | |
|---|---|
| 1. Administration Building
4034 Irving Place
(310) 842-4220 | 7. Office of Child Development
10800 Farragut Drive
(310) 842-4230 |
| 2. El Rincon Elementary School
11177 Overland Avenue
(310) 842-4340 | 8. Culver City High School
4401 Elenda Street
(310) 842-4200 |
| 3. Farragut Elementary School
10820 Farragut Drive
(310) 842-4323 | 9. Culver Park High School
4601 Elenda Street CP Annex
(310) 390-8886 |
| 4. Linwood E. Howe Elementary School
4100 Irving Place
(310) 842-4338 | 10. El Marino Language School
11450 Port Road
(310) 842-4241 |
| 5. La Ballona Elementary School
10915 Washington Blvd.
(310) 842-4334 | 11. Maintenance Facility
11102 Lucerne Avenue
(310) 842-4203 |
| 6. Culver City Middle School
4601 Elenda Street
(310) 842-4200 | 12. Culver City Adult School
4909 Overland Avenue
(310) 842-4200 |



Culver City Unified School District

**Culver City Unified School District
School Year Calendar 2020/2021**

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