

ADELANTO ELEMENTARY SCHOOL DISTRICT



VOLUNTEER HANDBOOK

AESD strives to be the High Desert's premier learning establishment where dreams are awakened, academic achievement soars, and integrity leads the way to future success.

LEADERSHIP

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Andrea Credille, Chief Personnel Officer

HUMAN RESOURCES STAFF

Andrea Credille, Chief Personnel Officer
Ileri Gomez, Executive Assistant II, ext.10667
Dana Curtis, Credential Analyst, ext.10257
Sandra Bostick, Classified Personnel Specialist, ext.10242
Kim Nelson, Personnel Technician (Certificated), ext.10206
Alejandra Gonzalez, Personnel Technician (Classified), ext.10216
Cherie Humphrey, District Receptionist, ext.10200

For school locations, addresses and phone numbers, and other district information, please access the district website at www.aesd.net

Volunteer Handbook

Volunteers vs. Visitors

A volunteer is defined as an individual who, with school district authorization, voluntarily assists schools, educational programs, or students on a regular and ongoing basis, without financial compensation, to benefit Adelanto Elementary School District students.

A visitor is defined as an individual who, with school district authorization, attends a student performance, back-to-school event, class party, or is observing a classroom, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination. All visitors must sign-in at the school office.

Sign-In/Sign-Out Procedures

All Volunteers are required to sign-in at the school office each time they are on campus. Volunteers will be asked to present picture identification at the time they sign in.

All volunteers are required to wear an identification badge at all times.

Volunteer badges must never leave the school; badges must be returned to school office prior to leaving the site.

Professionalism and Ethics

Information concerning students is confidential and should be given only to others by the teacher or principal, only as authorized by law. Public remarks reflecting on a student's abilities and family background are improper; and one should refrain from gossiping about a child in the lounge, at home, or elsewhere. Be discreet in the use of available information about students. Problems may become apparent with students. Regardless of the nature of the problem-educational, health, neglect or abuse - do report these to the teacher or principal immediately so steps may be taken to correct them. When a problem arises, be a part of the solution. Seek the help of those who are responsible for the overall supervision of that particular area, and give him/he an opportunity to exercise prudent judgment and action in the solution. Take pride in your work. Offer suggestions to the teacher when you think you have a workable idea. Don't be offended if suggestions are not always followed or accepted. REMEMBER, the teacher is accountable for the direction of the classroom program.

Confidentiality

Parent volunteers must respect both the student and school confidentiality. Discuss students ONLY with those staff members serving that student, NEVER with the parents or outsiders. All parent questions about their children should be directed to the teacher. Parent volunteers should not question school policies in the presence of students or outside of the school, but may pursue their own personal concerns and inquiries through the school's designated channels.

Staff Relations

Parent volunteers need to support the teaching methods and materials used by the supervising teacher, especially in the presence of the student(s), parent(s) and other volunteers. If you have any questions, concerns, etc., address them privately with the teacher or site administrator.

Assigned Responsibilities

Parent volunteers should use the same method of instruction, and behavior management as the teacher. If you choose to attempt any methods other than those normally used, they must first be discussed with and approved by the teacher.

Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district volunteers contribute to a productive learning environment and model positive behavior. During school hours and at school activities, volunteers shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of volunteers or students. All volunteers shall be held to the same standards.

ALL VOLUNTEERS MUST BE DIRECTLY SUPERVISED BY A STAFF MEMBER AT ALL TIMES AND MUST NOT BE LEFT ALONE WITH STUDENTS.

School Procedures:

Volunteers will receive information on school rules/procedures during the Volunteer Orientation, if you are unsure about any school rules or procedures, please contact the Principal.

VOLUNTEER ACKNOWLEDGEMENT OF DUTY NOT TO RELEASE CONFIDENTIAL INFORMATION

As a volunteer of the Adelanto Elementary School District, you hereby acknowledge that, at all times, you have an absolute duty to protect the confidential nature of information to which you may be privy in your duties. This includes confidential information about students, staff members, or on any topic properly confined to a closed session of the school board, or otherwise not readily available to the public. This also includes any information relating to matters which you may be made privy to through the course of the day, even if not in the scope of your job (For example, a worker who overhears or sees sensitive student information while working in an area where the information is discussed/contained). (See also 20 U.S.C. § 1232g; 34 C.F.R. § 99; Cal. Educ. Code §§ 49060 et seq., 35146; Cal. Govt. Code § 1098, 54957, 54957.2, 54957.6.)

Any volunteer who releases any confidential information from the District is subject to various consequences, which can include disciplinary action up to and including dismissal from employment, as well as potential civil and/or criminal repercussions. Further, following such release, other additional internal steps may become necessary to prevent any further unauthorized release of such information, such as limiting access to that employee. (see board policy No. 4319.23)

The District understands that, in certain work situations, confidential information needs to be shared among staff and others, on a need-to-know basis. Accordingly, such "need-to-know" situations are not prohibited under these directives. These may include:

1. When confidential pupil records are provided to parents/guardians, or to any of the individuals or groups specifically allowed to receive pupil records without parental consent, pursuant to statute. (Cal. Educ. Code §§ 46069 et seq., 49076.)

2. When potentially confidential information is required to be provided to law enforcement officials by school employees, designated as mandatory reporters, under the Child Abuse and Neglect Reporting Act. (Cal. Penal Code § 11164 et seq.)
3. When the exchange of potentially confidential information is necessary to identify, refer, and assess students who may have special needs and to develop, implement and review instructional programs for these students if necessary. (Cal. Educ. Code § 56300 et seq.)
4. When required through a lawfully issued subpoena on sworn testimony.
5. Other circumstances in which a school volunteer is specifically required or allowed, under state or federal law, to provide information that would otherwise be considered confidential.

The District respects your right of expression and in no way wishes to discourage you from exercising this right. However, it is also cognizant of the sensitive nature of the information that volunteers may acquire in the course of performing their duties and the concurrent obligation to refrain from disclosing confidential information. If you, at any time, encounter a situation in which you are unsure as to how to act, based on the potential for release of confidential information, you must immediately contact your supervisor to discuss the matter and obtain direction.

DISCRIMINATION AND SEXUAL HARASSMENT IS AGAINST THE LAW

The California Constitution of the state of California fully guarantees and protects each student's fundamental right to a public education. The California Legislature has enacted numerous laws designed to promote equality in educational opportunities and to safeguard students against discriminatory practices in public schools.

School districts and their employees and volunteers are prohibited from sponsoring any activity or from giving instruction which adversely reflects upon persons because of their race, sex, color, creed, handicap, national origin, ancestry, or any other classification covered under the law. Instructional material used in public schools must not include matter which is discriminatory. Violations of any of these laws should be brought to the attention of the Superintendent or governing body of the school district.

The Office for Civil Rights (OCR) enforces five federal statutes that prohibit discrimination in programs and activities that receive federal financial assistance from the Department of Education.

Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and age discrimination is prohibited by the Age Discrimination Act of 1975.

Any sexual harassment or other sex discrimination in educational institutions against students or nonstudents is prohibited. Furthermore, any form of sexual harassment or other sex discrimination in

any academic, athletic, or extracurricular program or activity is prohibited. This prohibition of sexual harassment and discrimination extends to both academic and nonacademic personnel in employment as well.

DRUG AND ALCOHOL-FREE WORKPLACE

Volunteers are one of the most valuable resources for an educational organization and their health and safety is therefore a serious concern. The Adelanto Elementary School District will not tolerate any drug use which impedes the health and well-being of its employees or threatens its operation.

The use of illegal drugs and the abuse of other controlled substances, on or off duty, are inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs on or off duty tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay, and risk in the operation of the Adelanto Elementary School District.

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

Adelanto Elementary School District requires that every newly-hired employee be free of alcohol or drug abuse. Adelanto Elementary School District will not hire any applicant who fails to pass the pre-employment drug test. Compliance with Adelanto Elementary School District substance abuse policy is a condition of employment. Failure or refusal of an applicant to cooperate fully, sign any required document, or submit to any required test will be grounds for withdrawal of any offer of employment.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation, notify your supervisor of this conviction no later than five days after such conviction.

Pursuant to the federal Omnibus Transportation employee Testing Act of 1991, school bus drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

Pursuant to California Education code 44836 and 45123, the Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education code 44011.

If any such conviction is reversed and the person is acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

Pursuant to Education code 45123, the district may employ for classified service a person who has been convicted of a controlled substance offense only if it determines, from evidence presented, that the person has been rehabilitated for at least five years.

The Board shall determine the type and manner of presentation of the evidence, and the Board's determination as to whether or not the person has been rehabilitated is final.

Pursuant to Education code 44425, whenever the holder of any credential issued by the State Board of Education or the commission for Teacher Preparation and licensing has been convicted of a controlled substance offense as defined in Education code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential (Education Code 44425).

Pursuant to Education code 44940, the district must immediately place on compulsory leave of absence any certificated employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code 45304, the district must immediately place on compulsory leave of absence any classified employee charged with involvement in the sale, use, or exchange to minors of certain controlled substances.

Pursuant to Education Code 45304, the district may immediately place on compulsory leave of absence any classified employee charged with certain controlled substance offenses.

VOLUNTEER CODE OF CONDUCT

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office and at the designated volunteer sign-in station at the time of volunteer service.
2. I will wear or show volunteer identification at all times as required by the school/district.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not disturb or disrupt the academic program for students or staff.
6. I will not contact students, staff or parents outside of school hours.
7. I agree not to access, review, disclose or use confidential student, staff or parent information. Or exchange telephone numbers, home addresses, e-mail addresses or any other student directory information with or about students, staff or parents. I will maintain confidentiality at all times including outside of school.

8. I understand that any information about parents, staff and/or students remains confidential and cannot be disseminated to any other person or organization.
9. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
10. I agree not to transport students.
11. I will not take, disclose, use, or disseminate student photographs or personal information about students, self, or others to anyone.
12. I agree to follow the district procedures for maintaining TB clearance, screening of volunteers, and the assignment of volunteers.
13. I will not act as an unauthorized spokesperson or representative of the district.
14. I agree to comply with all AESD policies and school rules applicable to school staff as well as all directions from the school/district administrators and staff while serving as a volunteer.
15. I can only volunteer at schools where I have been approved. (To volunteer at any other site I must have written authorization of the site administrator.)
16. Volunteer badge will remain at the school site.

My signature below confirms that I have reviewed the Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of the Adelanto Elementary School District. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

I agree to follow the Volunteer Code of Conduct at all times. I further understand that my authorization to serve as a volunteer may be terminated by the Superintendent and/or school principal at any time if it is determined that termination is in the best interest of the school or students.