

Fullerton Joint Union High School District



FJUHSD

**IS THE PLACE
TO BE**

Volunteer Handbook

Tier 1 Volunteer

Tier 1 volunteers present, observe or assist in classrooms or school offices a few times per year. Tier 1 volunteers cannot have unsupervised contact with students.

In order to become a Tier 1 volunteer, complete the Volunteer Application, review the Volunteer Handbook, and contact the school site you wish to volunteer at to finalize the process. Please note, *Tier 1 volunteers are checked against the state's sex offender registry.*

Tier 2 Volunteer

Tier 2 volunteers may be Tutors, Mentors or Field Trip Chaperones. They are on campus frequently and may have limited, unsupervised contact with students.

To become a tier 2 Volunteer, complete the Volunteer Application, review the Volunteer Handbook, and contact the school site you wish to volunteer at to submit the application. If the school site wishes to move forward, your application will be submitted by a school site Administrator, to Human Resources.

The Human Resources Department representative will contact site approved applicants to continue the clearance process. Please note, *Tier 2 volunteers are checked against the state's sex offender registry.* Livescan forms will be sent by the Human Resources representative.

Welcome

Whether you are new or a former volunteer returning to Fullerton Joint Union High School District (FJUHSD), feel free to ask for help concerning anything you don't understand. Your assistance is valued because volunteers help teachers prepare materials and provide assistance and support for individual students.

Background Check

In accordance with California Education Code 45125, fingerprinting is required for volunteers who may have direct contact with students in unsupervised settings.

Standards

By volunteering with Fullerton Joint Union High 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 be certain that the learning environment is not compromised.

Volunteers should become familiar with the specific rules at the site(s) at which they volunteer. Generally speaking, we expect each person to act in a mature and responsible manner at all times. District 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 District premises.
- The maintenance of a drug-free workplace. Employees and 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 (except medications prescribed by a physician which do not impair volunteer performance) will result in immediate dismissal.
- This is a tobacco free school district. Tobacco products shall not be used on District premises.
- No soliciting or selling of products, services, etc. on District property without the prior written approval of the Superintendent or his designee.
- Refraining from proselytizing in regard to religion or politics on District property.
- Maintaining the confidentiality of all personal and privileged information.

Policies and Procedures that all Volunteers Should Know

Sign In/Out

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.

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. 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

You are responsible for respecting the confidentiality of all students, staff, and privileged information which you may be exposed to as a volunteer. Our students and their families entrust the District with important information relating to their personal

lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with the District assumes 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 its seriousness, disclosure of confidential information could lead to dismissal.

Equal Volunteering Opportunity

Fullerton Joint Union High 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 FJUHS's volunteer program depends upon the quality of the relationship between the District volunteers, teachers, students and parents, and the general public. Regardless if you are a volunteer or a paid staff member, you are an ambassador for Fullerton Joint Union High School District.

Suspected 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.

Resignation/Dismissal

If for any reason you decide not to continue volunteering with the District, please inform your site administrator and those you work with directly. The District reserves the right to discontinue the volunteer relationship with any individual.

Other Policies

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. They are not for personal use. Parent volunteers should not use computers that are located in classrooms or teacher workrooms. Volunteer flexibility and cooperation in this area is greatly appreciated. All volunteers shall adhere to the provisions of the federal copyright law and maintain the

highest ethical standards in using copyrighted materials. The District shall provide no legal support to any volunteer who violates copyright laws.

Computer Software (Copyright)

Fullerton Joint Union High School District 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." The only exception is the users' right to make a backup copy for archival purposes.

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 Devices (cell phones)

Please limit the use of personal devices. Please do not photograph or video students unless you have permission from site personnel.

Parking Lot

Great care must be taken and drivers must watch closely for students and others at all times when driving near schools and or in school parking lots. You should also check with the school office for information on where you should park.

Theft

No item purchased or supplied by the District should ever be removed from school sites without the express authorization of your site administrator. Theft of personal items has not been a problem for the District, but it is highly recommended that volunteers not bring excessive amounts of money on campus. If you carry a purse, ask to place it in a secure place.

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 themselves, a co-worker, or a student in a hazardous situation.
- Work areas (on or off site) are 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.
- Know the location of alarms and fire extinguishers.
- Know evacuation procedures
- Always keep personal property secured.

Volunteer Opportunities

For information on the areas where volunteer services are needed, please contact your school principal.

[Click here to access the Volunteer Handbook Receipt](#)
(Required for all volunteers)