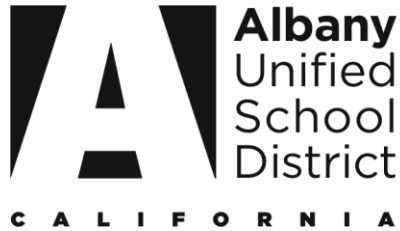


# Albany USD Volunteer Handbook



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## District Administration

Marla Stephenson, *Superintendent*  
Laurie Harden, *Assistant Superintendent*

## Board of Education

Paul Black  
Jonathan Knight  
Patricia Low  
Allan Maris  
Ronald Rosenbaum

Welcome,

I want to thank you for serving as a volunteer in Albany Unified School District. We are grateful for your commitment and interest in public education and in the young people of your community. The school district is fortunate to have you in our community both as a citizen and as a friend. Educating our children to be contributing citizens in a democratic society is an awesome challenge. Your contributions enrich the student experience and help students reach their full potential. The time you spend volunteering with a young person has a huge impact on his or her self-esteem, behavior, and academic achievement. Volunteering is tangible evidence of strong community support. As a district, we are privileged to enjoy strong support. We hope that your volunteer experience will encourage others to join you.

Anne Frank once said, "How wonderful it is that nobody need wait a single moment before starting to improve the world." Thank you for not waiting. Your actions serve as a fine example of the positive contributions individuals can make to public education.

Warm regards,

Superintendent  
Marla Stephenson

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Volunteering in a school is a unique and exciting experience and a privilege for both the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers and school staff.

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

## **The Ideal Volunteer Would:**

- Be friendly, reliable and flexible
- Be any age
- Enjoy working with children
- Have a good and professional attitude
- Have an interest and enthusiasm for working with young people
- Have an ability to work cooperatively with school staff
- Have good moral character
- Recognize that well-educated children are our greatest natural resource
- Feel a deep obligation as a citizen to support and help schools educate each child to their highest potential
- Already have or be willing to get the skills that are needed to volunteer in schools
- Have time and a willingness to serve
- Understand and appreciate the work of the school staff
- Help the larger community understand the work occurring in the public schools
- Find ways to establish a good rapport with students
- Provide help and assistance without doing the work for students
- Show a genuine interest in each student
- Accept each student and encouraging the best from him or her
- Use patience and kindness

## **Volunteers Are Expected to:**

- Wear appropriate attire for the type of activity (i.e. athletics, clean-up crew, school wear).
- Share concerns about students with the school staff only
- Show respect for all staff and students
- Not use school equipment for personal purposes
- Not share personal religious or political beliefs Following the direction of a school staff member
- Accept direction and suggestions from teachers
- Respect the privacy of teachers and students' learning by not discussing school matters away from the classroom
- Understand that evaluation of a student's learning can only be done by the teacher
- Commit to working in a classroom to support and improve education for all students
- Seek help from the teacher when you need additional information or instruction
- Share ideas and constructive comments with the teacher

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## Guidelines for Safe Interaction with Students

All interaction with Albany Unified School District students, staff, and volunteers should be professional, and focused on supporting the teaching and learning process. These guidelines are provided for the protection of everyone involved.

- Avoid being alone with students, but if alone with a student, be visible and in an open location
- Do not spend too much time with one student or group of students.
- Treat all students in the same manner.
- Maintain appropriate boundaries between adult and student, including emotional boundaries
- If you sense that a student may be developing a personal interest in you, see the principal immediately.
- Limit communications (email, letters, discussions, etc.) to the instructional activity. Do not discuss family, friends, other teachers or staff members, or other subjects that are not pertinent to the instructional activity.
- Do not provide your phone number to any student nor ask for the phone number of any student.
- Do not provide your address to any student, nor ask for the address of any student
- Do not offer or agree to transport any student at any time, except when participating in a field trip or other authorized activity.
- Do not discuss other students, parents, staff members with the student(s).
- Do not engage in private tutoring sessions outside of the school building, or days and hours of operation.
- Do not give any gifts to students or receive gifts from students.
- If you suspect that a child may be the victim of abuse, report it immediately to the principal, school counselor or another school district employee
- **Refrain from physical contact with students unless necessary for the student's health or safety**

## Verbal Communication While Volunteering

- Do not make sexist, sexual, racial, or other biased comments
- Avoid innuendo
- Talk to all students in the same manner

## Clothing

- The Board of Education believes that appropriate dress and grooming contributes to a productive learning environment and models positive behavior
- Dress comfortably for a school environment

## Ground Rules for School District Facilities

- No smoking allowed
- No weapons allowed
- No alcohol or drugs allowed
- Wear a volunteer badge on school grounds

## Confidentiality

- All student information **MUST** be kept confidential.
- Federal and state law prohibits school districts from releasing student information without parent/guardian permission. This includes all academic, medical, and personal information.

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Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and Education Code 49060, et seq.

## Field Trips/Off-campus Activities

- To serve as a driver for off-campus field trips and other activities, you will need to submit the following to your school site: Volunteer Driver Information Sheet and Declaration, Individual Department of Motor Vehicles Driving Record, copy of Driver's license, insurance policy declaration page and a copy of your current car registration. In addition you will be required to submit FBI and DOJ fingerprint clearance and a clear TB test. Please see the transportation handbook for more regulations concerning driving students.

## First Day

- Upon confirming the placement, the teacher or coordinator and you will choose a start date and time. If you have any questions about dress code, the job description, or any expectations, this is a good time to get clarification. On your start day, check in at the main office. The Principal or School Secretary will let you know where to go.

## Ongoing Visits

- On subsequent visits, always check into the office, sign in and wear a volunteer badge. If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there.
- The goal of the volunteer program is to provide support for the educational process. Sometimes a volunteer placement may not be a fit for the volunteer or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended or changed to another assignment. You may request a different placement if you wish to continue volunteering.

## Extra-curricular and Enrichment Activities

- Schools often provide before and after-school programs. All extra-curricular and enrichment activities must be organized under the authority of the Albany Unified School District, sanctioned booster or support groups, or its PTA/PTSA partners.
- The Albany Unified School District prohibits volunteers from using their position to solicit contact with students outside the structure of the school day, school building, or school-related activities
- AUSD is not responsible for employees or volunteers outside the school day or school sponsored events.

## Dismissal

As volunteer, the decision to release or utilize you as a volunteer lies within the discretion of the Albany Unified School District. Any complaint concerning a volunteer will be considered and reviewed by the principal/supervisor in accordance with the general procedures to respond to complaints (see 1312.1 - Complaints Concerning District Employees and 1312.3 - Uniform Complaint Procedures)

Albany School District is an equal opportunity employer. The Board of Education prohibits unlawful discrimination against and/or harassment of district employees/volunteers and job applicants on the

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basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, or sexual orientation at any district site and/or activity.

### ALBANY UNIFIED SCHOOL DISTRICT

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