

Lucia Mar Unified School District

Human Resources Department

Volunteer Assistance and Expectations

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 parents/guardians and other members of the community to share their time, knowledge, and abilities with children.

Volunteers and visitors are expected to adhere to the following guidelines and policies while serving in any volunteer capacity.

1. To ensure the safety of students and staff and minimize interruption of the instructional program, school principals and or designees shall facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time.
2. All volunteers shall have a valid fingerprint clearance on file with the Lucia Mar Unified School District Human Resources Department.
3. All volunteers shall have a valid TB clearance on file with the Lucia Mar Unified School District Human Resources Department.
4. All volunteers and visitors shall register immediately upon entering any school building or grounds when school is in session.
5. All individuals who are not students or staff members while on school premises shall wear some type of visitor badge or identification.
6. 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.
7. Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff.
8. 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.
9. All volunteers and visitors are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members.
10. Volunteers and visitors shall not use, collect, or disseminate student information on any personal electronic accounts.
11. Volunteers who utilize the District's computer and network resources must follow all policies and procedures as outlined by the Acceptable Use Policy.
12. Each school site shall at their discretion, utilize approved volunteers as-needed. There is no guarantee that individuals requesting to volunteer shall be used in a volunteer capacity.
13. Any volunteer or visitor who willfully disturbs any public school or any school or any public school meeting is guilty of a misdemeanor, and may be reported to law enforcement and punished by a fine of not more than five hundred dollars (\$500).