LOS ANGELES UNIFIED SCHOOL DISTRICT

SCHOOL VOLUNTEER TRAINING

Office of Parent and Community Services
Objectives

• Learn about the importance of the volunteer program
• Increase your awareness of the characteristics of effective volunteers
• Understand the benefits of becoming an effective volunteer
• Evaluate different scenarios and discuss best approaches
Student Achievement Is Our Focus!
The Office of Parent and Community Services welcomes you as one of our great and valued LAUSD volunteers. Your willingness to serve the students and staff of the District is greatly appreciated. **Volunteering in a school is a unique and exciting experience and beneficial to the school, your child and you.** Being a volunteer promotes and maintains a supportive relationship between the school and the community. The contribution of your precious time supports LA Unified’s goal of 100 percent graduation.

On behalf of LAUSD, we thank you for your support!
Quotes about Volunteering

• "I always wondered why somebody doesn't do something about that. Then I realized I was somebody."
  ~Lily Tomlin, actress

• "Unless someone like you cares a whole awful lot, nothing is going to get better. It's not."
  ~Dr. Seuss, author of The Lorax

• "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."
  ~Margaret Mead, anthropologist

• "Coming together is a beginning. Keeping together is progress. Working together is success."
Definition of a Volunteer

- A volunteer is any individual who assists at a school site or District office without monetary compensation. This includes parents, community members, interns and in some cases, high school or college students. (BUL. 6746.2, p.2)
Parents/guardians have the right to volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.

Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.”
Outcomes of the Volunteer Program

The purpose of the LAUSD school/office volunteer programs is to augment and enhance educational and support services to schools and offices by leveraging the rich talents and expertise of parents and members of the school community. (BUL. 6746.2 p.2)

**RESULTS**

- Enriching the school experience for students and staff
- Assisting teachers in classrooms
- Assisting with students, staff, parent and community activities
- Promoting partnerships between the school, the District, the home and community
- Serving as positive role models for students
Benefits of Volunteers

• Enriching the school experience for students and staff
• Assisting teachers in classrooms
• Assisting with students, staff, parent and community activities
• Promoting partnerships between the school, the District, the home and the community
• Serving as positive role models for students
Three Tiered-New Volunteer Policy
(BUL. 6746.2)

**Tier I:** No Fingerprints Required */CA Megan's Law Clearance Required
Single Event and On-Demand

**Tier II:** No Fingerprints Required */Tuberculosis and CA Megan's Law Clearance Required
Classroom Volunteer/ Room Parent/ Campus Volunteer/ Office Volunteer/
Parent and Family Center Volunteer/ Field Trip/Event Chaperone Volunteer

**Tier III:** Fingerprints, TB and CA Megan’s Law Clearance Required
One-on-One Tutor/ Cafeteria Volunteer/ Overnight Field Trip Chaperone Volunteer/
School Activities Volunteer

*Tier I and Tier II: Principals have discretion to require all volunteers to be fingerprinted.*
HOW TO BE AN EFFECTIVE Volunteer!

If you want to lift yourself up, lift up someone else.
— Booker T. Washington
Volunteers should...

- Have a Professional Attitude
- Work Collaboratively with All School Stakeholders
- Have a Willing Spirit
- Dress Appropriately
- Follow Instructions from the Volunteer Coordinator
- Keep Students as a Priority
- Have a Good Moral Character
Volunteers should…

- Be Friendly and Caring
- Be a Role Model
- Be a Good Listener and Communicate Effectively
- Be Positive
- Be Supportive and Cooperative
- Be Reliable and Flexible
But most of all, the role of a volunteer…

• Is to assist the school to improve the academic achievement of all students and support the District’s goal of 100% graduation.

• Is to keep in mind that volunteering in a school will involve learning new skills and learning how to engage with students effectively.
Being a volunteer in a school is not...

- Parenting other people’s children.
- Communicating with other parents about what challenges their child had at school with the teacher, other students or administration.
- Substituting for the teacher.
- Being a personal friend with students. For example, communicating with them through text, Facebook, Instagram.
- Gossiping about students and their parents.
- Talking negatively about the school, school administrators, staff and/or other parents.
- Expecting special treatment or materials for volunteering in the school.
What will you do at the school as a Volunteer?

• The administrator/designee will work with you to find an assignment that utilizes your knowledge, talents and gifts so that they strengthen the school community.

• Once assigned, both you and the administrator will determine if your assignment is the best fit. If not, it will be modified and changed.

• If you do not feel comfortable in an assignment, please notify the administrator/designee and ask for a new assignment.
What will you do at the school as a Volunteer?

Here are some sample assignments:

• Monitor and assist small groups in classrooms
• Assist in the Parent and Family Center
• Help as a safety valet
• Serve as a committee member
• Assist with and at school events
• Assist in the office
• Prepare materials for classrooms
• Supervise on the playground before and/or after school, during recess or lunch
• Volunteer as an athletic coach *(Volunteer coaches for high school athletics have to be approved through LAUSD’s Interscholastic Athletic Department.)*

These activities do not require fingerprinting unless the principal makes that determination.
What knowledge, gifts and talents can you share?
A Reminder about Behavior Expectations

- Call students by their names or by saying “young man” or “young lady”
- Be respectful and polite; Use appropriate words and phrases while volunteering
- Sign in and out and return badge at the end of service each day; Give notice if you can’t make it to your assignment
- Stay positive; Refrain from making judgements about how an event is handled
- Report any incident to an administrator or volunteer designee
A Reminder about Confidentiality

- Do not share any student information that is said to you or that you overhear with anyone.
- Treat others information as if it were your own information.
- All conversations must remain within the classroom or school.
- All observations must remain in the classroom and/or school.
- Keep comments about other people’s children, teachers and/or staff members to yourself.
A Reminder about Working with Teachers and Staff

- Follow the directions of your immediate supervisor.
- Seek help when you need clarification and/or more information or are having a problem at the school.
- Respect the privacy of teachers and students.
- Understand that the teacher is responsible for the instructional curriculum and student discipline.
- Encourage and share ideas with staff.

Remember: You are there to assist as needed and where assigned.
Information for Volunteers

(BUL. 6746.2, p.6)

Tier I, Tier II and Tier III volunteers are expected:

• to sign and abide by the LAUSD Volunteer Commitment Form.
• to follow all school and District policies, including the LAUSD Code of Conduct with Students and the LAUSD Employee Code of Ethics.
• To sign in and pick up their LAUSD Volunteer Badges upon entering the campus.
• To sign out when they exit the campus and leave their LAUSD Volunteer Badges at the school.

Tier II and Tier III: Volunteers are ready to provide Tier II or Tier III volunteer services at the designated schools or offices until the end of the school year after they receive LAUSD Volunteer Badges from the Office of Parent and Community Services (PCS).

Volunteer badges that are not provided by PCS, but are generated by a school, District office or school photography company, are not official LAUSD Volunteer Badges.

Tier I Volunteers do not receive LAUSD Volunteer Badges from PCS.
A Few Words About Child Abuse Reporting…

• **All school employees are mandated reporters. Mandated Reporters** must report suspected child abuse or neglect by telephone immediately, or as soon as practically possible, to a child protective agency and shall prepare and send a written report within 36 hours of receiving the incident information. (Penal Code §11164 et seq.) Examples of School Employees: All teachers, aides, office staff, custodians, administrators/coordinators

• School volunteers are not mandated reporters of suspected child abuse. However, the District encourages volunteers to speak to an administrator promptly regarding any inappropriate incident, conduct, or behavior they observe at the school site.
Different Types of Child Abuse

- Physical Abuse
- Sexual Abuse
- Non-consensual Acts
- Neglect
- Willful Cruelty or Unjustifiable Punishment
- Mental Suffering, Emotional Well-Being
District Policies to Follow

❖ Child Abuse
❖ Sexual Harassment and Non-discrimination/Title IX
❖ Code of Ethics
❖ Code of Conduct with Students
❖ Board Resolution: Respectful Treatment of Others
Volunteer Commitment Form

Required for Tier I, Tier II, and Tier III Volunteers

Commitment form highlights:

- Sign in/Sign Out Procedures
- Follow Assignment Schedule
- Be a Good Role Model
- Wear LAUSD Volunteer Badge
- Only Use Adult Restrooms
- Never be Alone with Students
- If you suspect child abuse, notify principal/designee immediately & confidentially
- Treat student information confidentially
- Treat all students, families and employees with respect
Discontinuation of Volunteer Service

(BUL. 6746.2 p.6)

- Schools may discontinue a person’s volunteer service when the volunteer:
  - poses a danger or threat to staff, students, or other adults.
  - violates the privacy of students or any other person on the school site.
  - fails to follow District policies such as the Respectful Treatment of Others Board Resolution, discrimination or harassment policies, the LAUSD Code of Conduct with Students and the LAUSD Employee Code of Ethics.
  - fails to abide by the signed Volunteer Commitment Form.
  - Has been issued a disruptive person letter during the current school year.
The administrator or administrative designee has the option to deny any person on-campus volunteer service. In these situations, the school administrator must identify ways that parents can volunteer at home.

The administrator or administrative designee can also determine when volunteer services are no longer needed. The Office of Parent and Community Services must be informed in writing when a volunteer’s service is discontinued.
What have we learned?

The following slides contain questions and scenarios regarding volunteering at our schools. Please reflect on the question and then try to give your best answer.
Scenarios

1. A volunteer observes that there is one child in his class that does not have friends, so he decides to be this child’s friend. The volunteer gives this child his phone number and email address. The child is very happy that she now has a friend.

REFLECTIVE QUESTION: Is this acceptable behavior? What LAUSD policy does this scenario involve?

2. Volunteers can wear jeans with holes, halter tops, baggy pants, undershirts and flip flops to work with students in the classroom.

DISCUSSION QUESTIONS: True or False? How should they dress? Why is dressing appropriately important for our volunteers?
3. One of the roles of a volunteer is to be a surrogate parent (a parent when the parent is not present) to every child that they work with.

Reflective Questions: Yes or No? Why is it inappropriate to try and “parent” another child.

4. The parents in your neighborhood know that you volunteer at the local school. Two of your neighbors ask you to keep an eye on their children and let them know what they are doing, how they are doing in school and if anyone is bothering their children.

Reflective Questions: Is this something a volunteer can do? What should you say to this parent?
Scenarios

5. Volunteers can behave whichever way they want to because they are parents or community members and the school belongs to them.

Reflective Questions: True or False? How should volunteers behave while they are volunteering and beyond?

6. You think that another volunteer is stealing supplies. You approach this volunteer and you tell her to stop stealing from the school. Both of you start yelling and cursing at each other.

Reflective Questions: What should you have done differently?

7. The most important role of a volunteer is to: (Choose one)
   a. Keep the school clean
   b. Keep the school safe
   c. Assist the school to improve the academic achievement of all students.
What Volunteers Should Say and Not Say…

A. “Maria, you and I have been neighbors for several years. Your son, Johnny, was sent to the office today by his teacher. I think that you should talk to him about his behavior.”

B. “I volunteered at the school today, and it was a very rewarding experience.”

C. “Oh my, I am not sure about the people who work at that school. They seem pretty confused.”
What Volunteers Should Say and Not Say…

1. “When I get my child to school on time, I am helping our school to be successful.”

2. “Report cards will be coming out next week. Parent Conferences will be held the following week.”

3. “Juan, I was supervising on the yard and saw your daughter, Nancy, running; and then, she tripped. I helped her, but the nurse did not want to give her first aid because she was going to lunch.”
Match Game

Column A

1. Assist the school
2. Be a
3. Show support
4. Report incidents
5. Must keep information
6. Follow the directions of

Column B

a. to the Principal or designee.
b. confidential.
c. positive role model.
d. to improve academic achievement.
e. staff members who have been assigned as their supervisor.
f. for the school, parents & community.
Student Achievement is Our Focus!
Thank you/Comments/Questions?

Contact PCS for Questions:
Los Angeles Unified School District
Office of Parent and Community Services
1360 West Temple Street
Los Angeles, CA 90026
213-481-3350