



CUESD VOLUNTEER HANDBOOK



**Corning Union Elementary
School District**

**Guidance and Information
for District Volunteers**



District Volunteer Expectations & Procedures

Our Commitment to Volunteers

Corning Union Elementary School District values the time, talents, and support our volunteers provide to students and staff. Volunteers strengthen our schools and help create positive learning experiences for students.

To provide safe, consistent, and productive volunteer experiences throughout the District, all volunteers are expected to follow these Districtwide expectations and procedures, as well as any additional directions provided by the school principal, supervising teacher, or staff member.

1. Volunteer Approval and Assignment

All volunteer service must be approved by the school principal or designee before the volunteer begins working with students or participating in school activities.

Volunteers will:

- Complete all District-required volunteer application and clearance requirements before beginning service.
- Complete any required volunteer orientation or training.
- Work only in the school, classroom, program, event, or activity to which they have been assigned.
- Follow the directions of the principal, teacher, or designated supervising employee.
- Perform duties appropriate for volunteers and within the scope of their assigned role.

Participation as a volunteer is at the discretion of the District. The principal, designee, or Superintendent may limit, suspend, or discontinue volunteer service when necessary.

Regular and Special-Event Volunteers

Volunteers who serve on a regular basis should receive orientation regarding their responsibilities, campus procedures, safety, confidentiality, and appropriate interactions with students.

Volunteers participating in occasional activities such as field trips, school celebrations, or special events should receive the information and instructions necessary for that particular activity.

2. Volunteer Role

Volunteers support the work of District employees; they do not replace employees.

Volunteers shall not:

- Be assigned a work schedule or set of responsibilities that effectively replaces an employee position.
- Assume responsibility for duties that belong to certificated or classified employees.
- Independently supervise a classroom or program.
- Be regularly assigned sole responsibility for an individual student.
- Make educational, behavioral, disciplinary, or instructional decisions that are the responsibility of District staff.

Teachers and staff remain responsible for the supervision, instruction, health, safety, and welfare of students.

3. Arriving on Campus

Each time a volunteer comes to campus, the volunteer must:

1. **Check in through the school office immediately upon arrival.**
2. Complete the required visitor/volunteer sign-in process.
3. Wear or display the volunteer/visitor identification provided by the school while on campus.
4. Report directly to the assigned classroom, activity, or staff member.
5. Check out through the school office before leaving campus.

Volunteers may use **adult-designated restrooms only**.

Volunteers are not employees and will not be issued employee identification, school keys, or other items that provide unrestricted access to District facilities.

4. Student Supervision and Boundaries

Maintaining appropriate adult-to-student boundaries is an important responsibility of every volunteer.

Volunteers must:

- Remain in areas where their work can be appropriately supervised or monitored by District staff.
- Follow the teacher's or staff member's directions regarding student supervision.

- Interact with students in a positive, respectful, and age-appropriate manner.
- Refer student discipline concerns to the supervising teacher or staff member.
- Maintain appropriate physical and interpersonal boundaries with students.

Volunteers may not:

- Be alone with an individual student unless specifically authorized by school administration and permitted under District procedures.
- Remove a student from the assigned classroom, activity, group, or field-trip group without staff authorization.
- Arrange outside contact with students.
- Exchange personal telephone numbers, addresses, email addresses, social media information, or other personal contact information with students unless specifically approved by both the parent/guardian and administration for an authorized school purpose.
- Give students gifts, cards, or other personal items without administrative approval.
- Transport students unless specifically authorized by the District and all required permissions have been obtained.

These expectations reflect both the District's longstanding directive that volunteers work in areas that can be monitored by employees and the current Volunteer Code of Conduct.

5. Confidentiality and Student Privacy

Volunteers may learn information about students, families, employees, or school operations while volunteering. This information must be treated as confidential.

Volunteers shall not:

- Discuss individual students with other parents, volunteers, students, friends, or community members.
- Discuss student academic performance, behavior, disabilities, family circumstances, discipline, or other personal information outside of the appropriate school setting.
- Access student records unless specifically authorized as part of an approved volunteer assignment.
- Share confidential documents, records, photographs, or information.
- Photograph, video, record, post, transmit, publish, or otherwise share information or images of students or staff unless specifically authorized by the District.
- Post information about students, staff, classroom incidents, or confidential school matters on social media.

Questions or concerns about a student should be shared **only with the supervising teacher, principal, or appropriate District employee.**

6. Professional Conduct

Although volunteers are not District employees, volunteering in a school is a professional commitment.

Volunteers are expected to:

- Treat students, employees, families, and other volunteers with courtesy and respect.
- Model appropriate language and behavior.
- Be patient, encouraging, supportive, and positive with students.
- Respect individual differences among students.
- Follow school and classroom expectations.
- Follow directions provided by District employees.
- Ask questions when instructions or expectations are unclear.
- Direct concerns or constructive feedback privately to the supervising employee or administrator.
- Avoid comparing students, teachers, classrooms, or instructional practices.
- Act in the best personal and educational interests of students.

7. Dependability and Attendance

Students and staff depend upon volunteers who have agreed to serve on a regular schedule.

Regular volunteers should:

- Arrive on time for scheduled volunteer assignments.
- Notify the school or supervising staff member as soon as possible when they cannot attend.
- Communicate with the supervising employee regarding schedule changes.
- Avoid making commitments they are unable to maintain.

Volunteer schedules may be modified or discontinued when necessary to meet student, classroom, staffing, or school needs.

8. Supporting Students

Volunteers should support students in ways that promote independence, confidence, and learning.

When working with students, volunteers should:

- Use students' names and create a welcoming environment.
- Praise effort and appropriate behavior.
- Encourage students to think and solve problems independently.

- Allow students appropriate time to respond.
- Provide assistance according to the teacher's directions rather than completing work for students.
- Use positive language and directions.
- Encourage participation while respecting individual student needs.
- Maintain consistency with classroom rules and expectations.
- Refer significant behavioral concerns to the supervising employee.

9. Student Behavior and Discipline

Volunteers may reinforce classroom expectations as directed by the supervising employee but are not responsible for administering student discipline.

If a student:

- refuses to follow directions,
- becomes disruptive,
- becomes physically aggressive,
- shares concerning information,
- appears ill or injured, or
- presents another safety concern,

the volunteer should immediately notify the supervising District employee.

Volunteers should not physically discipline, restrain, threaten, shame, belittle, or use inappropriate language toward a student.

10. Field Trips and Special Activities

Volunteers can play an important role in the success and safety of school field trips and activities.

Field-trip volunteers must:

- Follow all directions provided by the supervising teacher or District employee.
- Remain with their assigned students or group.
- Know which students have been assigned to them.
- Keep assigned students with the group unless directed otherwise by the supervising employee.
- Immediately notify staff if a student is missing, injured, ill, or experiencing a significant behavioral concern.
- Follow the same confidentiality and professional-boundary expectations that apply on campus.

A volunteer should **never take a student away from the assigned field-trip group independently**, including the volunteer's own child, unless authorized by the supervising employee and consistent with school procedures.

11. Technology and District Property

Volunteers may use District equipment, technology, supplies, or facilities only when authorized and necessary for their assigned duties.

Volunteers shall not:

- Perform maintenance, installation, repairs, or troubleshooting on District technology or equipment unless specifically authorized.
- Access District computers, student information, files, systems, or accounts without authorization.
- Use another person's login information.
- Remove District property or confidential materials from campus without permission.

12. Health, Safety, Drugs, Alcohol, and Tobacco

Volunteers must follow all District health and safety rules while on District property or participating in District activities.

Volunteers shall not possess, use, or be under the influence of alcohol, illegal drugs, or other prohibited substances while volunteering.

Smoking and use of prohibited tobacco products are not permitted on District property.

Volunteers should not intentionally handle blood or other bodily fluids. If exposure occurs, immediately notify a District employee and follow staff directions.

Injuries and Accidents

Any injury or accident involving:

- a student,
- a volunteer,
- an employee, or
- another visitor

must be reported immediately to a District employee or administrator, regardless of how minor the injury may appear.

13. Harassment, Discrimination, and Conduct

Volunteers are expected to contribute to a school environment that is safe, respectful, and free from discrimination and harassment.

Harassing, discriminatory, threatening, obscene, sexually inappropriate, or otherwise harmful conduct is prohibited.

This expectation applies to:

- verbal communication,
- written communication,
- physical conduct,
- electronic communication, and
- social media or other public communications related to students, employees, or the volunteer's school role.

The current Code of Conduct specifically prohibits harmful, threatening, obscene, disruptive, sexually explicit, or harassing material in social or public media.

14. Concerns and Reporting

Volunteers are encouraged to ask questions whenever they are uncertain about an assignment or procedure.

Concerns regarding:

- student safety,
- student behavior,
- confidential information,
- classroom practices,
- another volunteer,
- employee interactions, or
- the volunteer's assignment

should be brought directly to the supervising teacher, principal, or designated District administrator.

Volunteers should not attempt to investigate concerns independently or discuss confidential school concerns with students, families, other volunteers, or community members.

15. District and Site Responsibilities

To provide a consistent volunteer program, school administrators and supervising staff should:

- Ensure that required volunteer approval and clearance procedures have been completed.
- Provide volunteers with these Districtwide expectations.
- Explain the volunteer's specific duties and responsibilities.
- Provide appropriate training or instructions before volunteers begin an assignment.
- Establish appropriate supervision.
- Explain relevant classroom and school procedures.
- Clearly identify whom the volunteer should contact with questions or concerns.
- Provide any additional safety instructions needed for the assignment.
- Address concerns regarding volunteer performance or conduct promptly.

These responsibilities closely reflect the original District directive's expectation that principals establish volunteer training and that teachers provide clear directions, role descriptions, and supervision.

16. Ending or Modifying a Volunteer Assignment

Volunteer service is a privilege and may be modified, suspended, or discontinued by the District at any time.

A volunteer may be asked to discontinue service for reasons including, but not limited to:

- Failure to follow District or school procedures.
- Breach of confidentiality.
- Inappropriate interaction with students or staff.
- Failure to maintain appropriate boundaries.
- Safety concerns.
- Disruption of the educational environment.
- Failure to follow staff directions.
- A change in classroom, program, staffing, or student needs.

Volunteer Code of Conduct

In my role as a Corning Union Elementary District volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district
9. I will not disclose, use, or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
12. Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By placing my name below I declare under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.

I agree to follow the District Volunteer Code of Conduct at all times in my role as a Corning Union Elementary School District volunteer or cease volunteering immediately.

Print Name: _____

Signature of Volunteer: _____

Date: _____