



Ocean View  
School District



# HANDBOOK



# OVSD WELCOMES YOU

## Welcome



Welcome to the Ocean View School District. We appreciate your time and effort in helping to make OVSD the best educational environment for all schools. In this handbook you will find important information that will make your volunteer service successful and rewarding.

Whether you are new or a former volunteer returning to Ocean View School District, 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 Board Policy 1240 and California Education, volunteers that perform volunteer service **five hours or less per week** will require to submit an online application through the **RAPTOR** system which includes a Megan's Law clearance check and verification of Tuberculosis Risk Assessment/Examination clearance. Volunteers that perform volunteer service **more than five hours per week** or chaperone fieldtrips are required to submit an online application through the **RAPTOR** system, which includes a Megan's Law clearance check, verification of Tuberculosis Risk Assessment/Examination clearance and to be fingerprinted.

## Standards of Conduct



By volunteering with the Ocean View 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. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. 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

### Absence and Punctuality

Volunteers are asked to commit to specific time(s) and day(s), as teachers need to know they can count on you. If you are unable to volunteer on a given day, or if you will arrive late, please contact your site immediately.

### Sign In/Out

All volunteers must sign in each day at the **RAPTOR** kiosk with a government-issued form of ID and display the volunteer badge the **RAPTOR** system provides. We also request that volunteers sign-out at the **RAPTOR** kiosk when they have completed their volunteer time for the day.

### Workers Compensation

Volunteers are covered by the District Workers' Compensation plan. If a volunteer is injured as a result of a "jobs related activity" he or she may qualify for Workers' Compensation benefits. If you wish to pre-designate a physician you may notify the District Insurance office in the Human Resources department prior to an injury and complete a "Notice of Predesignation of Personal Physician" form. That physician must, however, have previously directed treatment for you, and must have your medical history and records.

In the event of an "industrial injury," an injury or illness which occurs while you are performing your volunteer work, you must adhere to the following procedures:

1. Report your injury to the school administration office immediately, no matter how small your injury may seem.
2. If medical attention is necessary, contact the District Worker's Compensation Office at (714) 847-2551, ext. 1408.



3. The District Insurance Office must pre-authorize your visit to a medical facility or your designated physician.

## **Discipline**

Classroom teachers and school administrators are responsible for student discipline. Rules and procedures related to student discipline have been established by the school and individual classroom teachers. 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**

Ocean View 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 OVSD'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 Ocean View 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**

### **Siblings**

As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Pre-schoolers and younger siblings can be a distraction to students, staff, and parent volunteers in the classroom. Additionally, younger siblings need to be supervised carefully for their own safety in the school environment. Some of the equipment that is used by volunteers should not be accessible and is not safe for preschoolers (laminating machines, paper cutters, scissors, staplers, copy machines, etc.)

### **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 may use computers that are located in classrooms as directed by the teacher. 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.

### **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.

### **Grievances**

A grievance is defined as any event, condition, rule, or practice which the volunteer believes violates his/her civil rights, or treats him or her unfairly while volunteering. (Refer to Board Policy 1312.3) Volunteers should attempt to resolve a grievance by discussing their concern with the school administrator.

### **Staff Lounge Guidelines**

The staff lounge should not be used as a “workroom”. Cutting, pasting, collating, etc. should be done in classrooms, teacher workrooms, or the office workrooms. Teachers should not send parents to work in the lounge.

## Personal Phone Calls

Cell phones are to be placed in vibrate or silent mode during your volunteer time in the classroom. Personal phone calls should be made off campus to avoid disrupting student learning or teaching.

Volunteers must 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. It is highly recommended that volunteers not bring excessive amounts of money or valuables on campus. If you carry a purse, ask to place it in a secure place. Ocean View School District is not responsible for personal items lost or stolen.

## Ways To Work with Students

- Relax and be yourself.
- Be friendly toward all students
- Be pleasant and interested in the students' activities
- Encourage the student to try and do the activity to the best of his or her ability
- Praise individual students for a job well done.
- Encourage positive behavior by making notes of students who are doing things the right way.
- Remember that a student often responds better to suggestions, rather than commands.
- Proceed at the student's own rate of speed.
- Don't do for a student what he or she can do for him or herself.
- Call the student by name at each opportunity.
- Approach a subject in a very specific way. In planning with the student, keep your expectations few, short, and clear.
- Be flexible! Don't be afraid to admit your mistakes, nobody is perfect. Students are delighted with this honesty. It gives them a chance to "teach you" and an opportunity for the two of you to learn together which is important both academically and personally.
- Be patient – remember teachers and students are human. They will have good days as well as bad days, and will not perform at 100% efficiency at all times.

Link to **RAPTOR** application: <https://apps.raptortech.com/Apply/MTMyNTplbi1VUw==>

Link to Volunteer FAQ:

<https://www.ovsd.org/site/handlers/filedownload.ashx?moduleinstanceid=2141&dataid=1034&FileName= Frequently%20Asked%20Questions%20Rev%2010-11-18%20V2.pdf>

