PASADENA
Unified School District
FAMILY & COMMUNITY ENGAGEMENT

VOLUNTEER HANDBOOK

2026-2027

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INTRODUCTION

PUSD recognizes that family and community engagement strengthens student learning, school connectedness, and educational outcomes. Parents, guardians, family members, community members, retirees, college students, business partners, and other interested individuals are encouraged to support schools through volunteer service.

Parents/guardians have important rights to participate in their child's education and to engage with the school system on behalf of their child. These rights are outlined in Education Code Section 51101. Consistent with Education Code Section 51101, the District may provide opportunities for parents/guardians to volunteer their time and resources in support of school programs and activities. Volunteer opportunities are subject to school and district needs and may require specific qualifications, training, screening, and administrative approval. Completion of volunteer requirements does not guarantee placement in a volunteer assignment, continued volunteer service, or assignment to a particular school, classroom, program, or activity.

Individuals interested in volunteering should contact the school site to learn about available opportunities and applicable requirements.

This handbook explains what volunteers need to know when volunteering in the Pasadena Unified School District (PUSD). It is meant to support volunteers in working with students and staff in a safe, respectful, and positive way. This handbook gives a general overview and does not include every detail.

More detailed information is found in Board Policy 1240, Administrative Regulation 1240, and other District and school site policies. These materials guide volunteer service and may change over time to follow state and federal law. The most current information is available on the District website at www.pusd.us and at school offices upon request. Each school site may also have its own procedures that fit its needs, as long as they follow District policy and the law.

Volunteers are expected to follow all District and school guidance while serving. These expectations help keep students safe and schools running smoothly. Volunteer service is a privilege, and the District may adjust or end volunteer service at any time, as allowed by law and District policy.

Pasadena Unified School District is an equal opportunity employer and education agency. The District does not allow discrimination, harassment, bullying, or retaliation in any program or activity. This includes treatment based on actual or perceived race, color, ancestry, national origin, immigration status, ethnicity, age, religion, marital or family status, pregnancy, parental status, physical or mental disability, medical condition, genetic information, veteran or military status, sex, gender, gender identity, gender expression, sexual orientation, or association with someone who has any of these characteristics.

MESSAGE FROM THE SUPERINTENDENT

Dear Prospective Volunteer,

Welcome to the Pasadena Unified School District (PUSD). On behalf of the Board of Education and the entire PUSD community, thank you for your interest in supporting our schools. We value the time, care, and commitment you bring to our students and staff.

PUSD volunteers play an important role in our school community. Volunteers help students feel welcome, supported, and ready to learn. They enrich school experiences and help create safe, positive learning environments where students can grow academically and personally.

We appreciate your partnership and the difference you will help make in our schools each day.

Thank you for your willingness to serve PUSD in this important role.

Warmly,

Elizabeth Blanco, Ed.D.
Superintendent

VOLUNTEER PROGRAM CONTACTS

Office of Family & Community Engagement
Pasadena Unified School District
351 S. Hudson Ave., Welcome Center Room 123, Pasadena, CA 91109
626.396.3600 x 88191
familycenter@pusd.us
www.pusd.us/family

VOLUNTEER PROGRAM OVERVIEW

MISSION

The PUSD Volunteer Program supports student learning by engaging trained volunteers who bring their skills, time, and community resources into our schools. Volunteers help enrich learning experiences, support student success, strengthen communication between schools and families, and contribute to safe and welcoming school environments

GOALS

- Connect the knowledge, skills, and experience of parents and community members with our schools in ways that support student learning and school success.
- Recruit and prepare a wide range of volunteers, including parents, community members, local businesses, and organizations, to support student achievement.
- Match volunteers with school sites, classrooms, or district programs where their support will be most helpful to students, staff, and the volunteers themselves.
- Support the health and safety of students in PUSD schools by following all applicable federal, state, and local laws, as well as District policies that guide volunteer service.

PROGRAM HISTORY

PUSD's formal volunteer program was established in 1994 as part of a five-year plan to strengthen parent and community involvement in schools. The program was developed in partnership with the Junior League of Pasadena, school administrators, community leaders, parents, and other community members.

The Board of Education first adopted Board Policy 1240 BP Volunteer Assistance and Administrative Regulation 1240 AR Volunteer Assistance in 1995 to guide volunteer participation in District schools and programs.

VOLUNTEER DEFINITION

For the purposes of volunteer training, qualifications, and requirements, volunteers are individuals who provide unpaid assistance to support school or district programs or school-sponsored activities on a regular or recurring basis.

VISITOR AND VOLUNTEER CLASSIFICATION

	Visitor: Low Contact (Supervised at all times)	**Volunteer Level I: Regular Contact (Supervised at all times) or Volunteer Level II: Unsupervised(Out of direct view)**
Duration of Service	One-time or occasional engagement	Regular, repeated, or prolonged engagement
Scope of Service	Limited-purpose presence on a school campus or at a district activity May have limited interaction with students related to the purpose of the visit and remains at all times under the direct supervision of PUSD staff Does not provide assigned duties, prolonged or ongoing services, or assume responsibility for students	Authorized by PUSD to provide ongoing support for school or district programs or activities Performs assigned duties in support of school or district operations, programs, or activities May interact with students under the direction and oversight of designated PUSD personnel (Level I: Direct supervision of PUSD staff or Level II: Out of direct view of PUSD staff)
Sample Roles	Career day speaker School event attendee (e.g., awards assembly, student performance) Parent/guardian classroom observation (EC 51101) One-time assistant at special events (e.g., family night) Parent meeting participant	Room parent Classroom assistant Library/ Garden/ Parent Room Assistant Clerical Support (on-site) Tutor, Mentor, or Club Activity Assistant Field Trip Chaperone

EMPLOYEES, VENDORS, AND PARTNERING ORGANIZATIONS

PUSD employees, interns, student teachers, and athletic coaches who participate in volunteer activities shall comply with applicable employee screening requirements, district policies, collective bargaining agreements, and any applicable internship, coaching, or assignment agreements rather than volunteer screening procedures. Guidance regarding employee requirements is available through the Human Resources Department.

Contractors, vendors, and employees of partner organizations who provide services on behalf of PUSD are subject to the screening, training, clearance, and supervision requirements specified in their contracts or agreements with the District rather than volunteer screening procedures. These requirements must be satisfied and verified prior to working on district sites or with students, as applicable. Guidance regarding contract requirements is available through the Procurement Department.

SAMPLE VOLUNTEER OPPORTUNITIES

VOLUNTEER LEVEL I: REGULAR CONTACT
(Supervised at all times; Level I Clearance Required)

Room Parent, Supervised by: Principal/Teacher
- Assists the teacher in communicating with parents
- Plans, coordinates, and seeks help from other parents for classroom celebrations in compliance with the district's wellness policy

Classroom Assistant, Supervised by: Teacher/Principal
- Assists the classroom teacher
- Works in the classroom with individual students or small groups to reinforce skills
- Performs clerical or record-keeping tasks
- Presents information to the class in areas of specialized expertise

Library/Garden/Parent Room Assistant, Supervised by: Principal/Librarian/Teacher
- Assists school staff, arranges displays, and assists with activities

Clerical Support, Supervised by: Principal/Certificated Staff
- Assists school staff with duplicating and preparing instructional materials

Field Trip Chaperone (Day Trips, Group Stays with Teacher), Reports to: Teacher/Certificated Staff
- Assist the teacher by supervising groups of children on field trips

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VOLUNTEER LEVEL II: UNSUPERVISED
(Out of direct view; Level II Clearance Required)

Athletic Coach
- Assists students in youth sports programs

Tutor, Mentor, or Club Activity Assistant, Reports to: Teacher/Principal
- Assists students in identified target academic areas
- Provides academic support

Cafeteria/Lunch/Recess Support, Reports to: Principal/Cafeteria Manager
- Assist children and staff during meal times in the school cafeteria

Field Trip Chaperone (Group Separates from Teacher or Overnight), Reports to: Teacher/Certificated Staff
- Assist the teacher by supervising groups of children on field trips

Driver, Reports to: Teacher/Certificated Staff
- Chauffeurs students to junior docent programs, such as museum trips. (Only when district buses and vans are unavailable.

VOLUNTEER QUALIFICATIONS

Volunteers may include parents, community members, and, in some cases, high school or college students. Volunteer qualifications and processing requirements are determined by the nature of the assignment and level of student contact.

Time Commitment

Volunteering requires a significant commitment of time by the volunteer and the school.

PUSD encourages Volunteers to commit to volunteering for a minimum of 10 hours per semester.

Authorization from PUSD Principal or Administrative Designee

To ensure appropriate and equitable assignment of volunteers, Volunteers will be processed only after receipt of authorization from the PUSD school principal, administrative designee, or School Community Assistant.

The authorization to volunteer applies only to the individual volunteer, not minor children or other adults.

Volunteer assignments are at-will, and volunteer assignments may be modified, suspended, or discontinued at any time, with or without cause, by the District or school site administrator.

Application

All volunteers must complete the PUSD Volunteer Application and agree to abide by PUSD, state, and federal policies.

Basic Skills Proficiency

Volunteers must provide evidence of ability to complete volunteer assignment (Education Code 35201, 45349).

Volunteers who supervise instruction or provide instruction to students must submit evidence of basic skills proficiency (Education Code 45344.5, 45349), such as college transcripts, CBEST (California Basic Educational Skills Test) scores, or similar.

Volunteers who supervise athletics must meet minimum qualifications (BP/AR 4127):

- Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures
- Coaching theory and techniques in the sport or game being coached
- Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
- Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation

Tuberculosis (TB) Clearance

All volunteers who are required to complete tuberculosis (TB) clearance shall provide documentation of compliance within the previous 60 days prior to initial approval and every four years thereafter for continued volunteer service. The California Department of Public Health (CDPH) Tuberculosis Risk Assessment Questionnaire is the primary method of compliance. If tuberculosis risk factors are identified, the volunteer must complete any additional testing or examination required under California Department of Public Health guidelines and provide documentation showing that they are free of infectious tuberculosis.

Volunteers whose duties do not involve frequent or prolonged contact with students may be exempt from tuberculosis clearance requirements as permitted by Education Code 49406.

TB Screening Locations

Child Safety Check

Any volunteer working with students in a district-sponsored student activity program must complete the required criminal background screening in accordance with Board Policy and applicable law.

All volunteers must present valid, unexpired government-issued photo identification (e.g., a California Driver's License, California Identification Card, or Passport) for identity verification, visitor management system clearance, and any required criminal background screening.

The District conducts annual checks of all volunteers through the California Department of Justice Megan's Law database. Any person who is required to register as a sex offender pursuant to Penal Code 290 because of a conviction for an offense in which the victim was under 16 years of age is ineligible to serve as a volunteer. (Education Code 35021, 45349; Penal Code 290.95)

Volunteers age 18 or older who may have contact with students outside the immediate supervision and control of the student's parent/guardian or a school employee (Volunteer Level II) must complete Department of Justice and Federal Bureau of Investigation criminal background checks through the District, unless exempt under applicable law. Individuals holding a valid Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing prior to July 9, 2010, may satisfy this requirement as permitted by Education Code 49024.

Volunteer clearance may be denied or revoked if an individual fails to provide complete and accurate information during the application or screening process, including failure to disclose information required by the District, or if background screening results or other relevant information indicate that the individual does not meet District-established safety and suitability standards, including those related to criminal history or conduct that may impact student safety. The District may also deny or revoke volunteer status when information is withheld or misrepresented, regardless of whether the underlying conduct would otherwise disqualify the individual.

Driver Clearance (Volunteer Drivers Only)

Volunteers who wish to transport students in connection with school-sponsored activities must be approved as volunteer drivers prior to transporting any students.

Private vehicles may only be used for field trips or school-related activities when a school bus is not available or when use of a bus is determined to be impractical due to the number of students or nature of the trip. All volunteer driver use must be approved in advance by the Superintendent or designee.

Volunteer drivers must operate their own registered vehicle. Drivers may not transport students in a vehicle owned or operated by another individual. Vehicles used to transport students may not exceed a capacity of eight (8) occupants, including the driver.

To be approved as a volunteer driver, the following documentation must be submitted and approved by the District:

- PUSD School Driver Registration Form
- Driver's Personal Automobile Declaration, Certification, and Principal Authorization Form
- DMV authorization to release driving record
- Copy of current driver's automobile insurance showing coverage limits (Minimum liability coverage: $50,000 per person / $100,000 per accident / $25,000 property damage, or combined single limit of $100,000. A $300,000 combined single limit per occurrence is recommended.)
- Copy of current vehicle registration
- Notification to Parents/Guardians of students transported in a private vehicle on a school-sponsored trip
- Optional: Student Accident Insurance (English Spanish)

Volunteer driver approval must be granted prior to transporting students and may be denied or revoked at any time based on driving record, insurance status, or District safety standards.

Athletic Coach Training (Athletic Coaches Only)

Volunteer athletic coaches shall complete, at the individual's expense, a coaching education program that meets the standards developed by CIF.

To be approved as a volunteer athletic coach, certifications of the following training must be submitted and approved by the District.

1. A General Coaching Education Course

The Fundamentals of Coaching course through the NFHS Learn OR

CIF Coaching Principles course offered online through Human Kinetics-Coach Education Center

2. A Concussion Course (Good for 2 years, to be renewed with CPR/FA)

Concussion in Sports offered through NFHS Learn

3. Sudden Cardiac Arrest Training (Good for 2 years, to be renewed with CPR/FA)

Sudden Cardiac Arrest Course offered through NFHS Learn

4. Heat Acclimatization Course (Good for 2 years, to be renewed with CPR/FA)

Heat Illness Prevention Course offered through NFHS Learn

5. First Aid and CPR Certification (Valid documentation of one of the following)

- Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
- A valid sports injury certificate or first aid card, and a valid CPR card
- A valid Emergency Medical Technician (EMT) I or II card
- A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA), or
- Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

6. Cheer and Dance Safety Certification (Cheer Coaches Only)

The Cheer and Dance Safety Certification course through the NFHS and USA Cheer

Onboarding

Volunteers must receive and acknowledge receipt of the Volunteer Handbook.

Level II volunteers, defined as individuals age 18 or older who interact with students outside the immediate supervision and control of a parent/guardian or school employee, must annually complete California Mandated Reporter Training and provide a certificate of completion to the District. Training is available at mandatedreporterca.com.

Volunteers must agree to comply with volunteer confidentiality requirements, child abuse reporting requirements, and all applicable District, state, and federal laws, regulations, policies, and procedures.

Volunteer Confirmation

Once all required steps have been completed, the District will notify the school principal or designee whether the volunteer is cleared or not cleared to provide volunteer service. Clearance does not guarantee placement in a volunteer assignment.

VOLUNTEER ROLES & RESPONSIBILITIES

WHAT PUSD EXPECTS FROM VOLUNTEERS

- Volunteers serve at the request of a District or school staff member to support students, programs, and school activities. Volunteers work under the direction and supervision of a certificated employee, administrator, or designated coordinator.
- Volunteers are expected to model the District's mission, values, and standards of conduct and to interact respectfully with students, staff, families, and community members.
- Volunteers provide supplemental support and are not a substitute for District employees. Volunteers may not perform duties that are reserved for District staff.
- Volunteers must maintain the confidentiality of student, employee, and school information obtained through their volunteer service and may not disclose confidential information to others.
- Volunteers are expected to be attentive to student needs, follow the direction of supervising staff, and support the educational program and goals of the school.
- Volunteers are expected to be reliable, punctual, and responsible in carrying out accepted assignments and to notify the school as soon as possible if they are unable to fulfill a scheduled commitment.

WHAT VOLUNTEERS CAN EXPECT FROM PUSD

- Volunteers are assigned to specific tasks or purposes that support student learning and align with the volunteer’s skills, knowledge, and strengths.
- Volunteers will receive appropriate instructions, supervision, and necessary materials to carry out assigned duties, along with access to applicable school and District policies and guidelines.
- The District provides screening and clearance procedures designed to support the health and safety of students, staff, and volunteers.
- Volunteers are encouraged to ask questions and seek clarification or assistance as needed to successfully complete assigned tasks.
- Volunteers serve in a supplemental role and are not a substitute for District staff. Volunteers are expected to understand and respect the distinctions between volunteer responsibilities and the authority of certificated and classified personnel.

IN-PERSON VOLUNTEER PROCEDURES

1. Sign in upon arrival at the school office using the designated volunteer log or electronic system each time you are on campus. Sign out at the school office upon completion of your volunteer assignment.
2. Wear a PUSD-issued volunteer badge in a clearly visible location at all times while on campus. Volunteer badges are issued at the school office upon sign-in or by the Office of Family Engagement, as applicable.
3. Report directly to your assigned classroom or work location promptly upon arrival. Volunteers must remain in their assigned area and are not permitted to visit or enter unassigned classrooms, playground areas during student supervision periods, or staff-only spaces such as breakrooms, unless specifically directed by school staff.
4. Park in designated visitor parking areas or on the street in compliance with posted regulations.
5. Use adult-designated restrooms only. Volunteers must not use student restrooms at any time.
6. Use school equipment only after receiving direction from staff. Volunteers must not attempt to repair or troubleshoot equipment. Any malfunction must be reported immediately to school office staff.
7. Volunteers may not be left alone with students unless they have been specifically authorized as a Level II Volunteer and have completed all required screening, training, and approvals.

    Level I Volunteers are strictly prohibited from being alone with a student or group of students at any time, including during field trips. When field trips include student subgroups operating independently (e.g., rotating stations or small-group exploration), each subgroup must be supervised by a fully cleared Level II Volunteer or credentialed employee.

    Site administrators and teachers are responsible for verifying volunteer clearance levels prior to assigning supervision responsibilities. Level I Volunteers must remain continuously with their assigned credentialed staff member and group for the duration of the activity.
8. Volunteers must not administer discipline to students. All behavioral concerns must be referred to the supervising teacher or school staff.

9. Volunteers are expected to perform assigned duties in accordance with District procedures and expectations. Volunteers who fail to follow instructions, demonstrate unprofessional conduct, or violate safety or confidentiality rules may be dismissed from the volunteer program at the discretion of the District.

10. Volunteers may come into contact with confidential student or staff information and must maintain strict confidentiality in accordance with applicable student privacy laws, including FERPA and state confidentiality requirements.

11. For safety and liability reasons, volunteers may not be accompanied by non-assigned individuals, including children or other guests, while performing volunteer duties on campus or during school-sponsored activities.

12. Volunteers are covered under the District's workers' compensation insurance while performing approved volunteer duties, provided they have properly signed in. Any injury must be reported immediately to the supervising administrator or designee.

VIRTUAL VOLUNTEER PROCEDURES
(Only by Approval)

1. Volunteers shall maintain a simple activity log of assigned tasks, including student name (when applicable), date, and start and end time, and submit or report this log to the supervising staff member as directed.
2. Volunteers must display a virtual identifier during all approved virtual sessions, such as a first name and the title “Volunteer,” as assigned by the District or supervising staff.
3. Volunteers must report promptly to assigned virtual sessions and complete only the tasks directed by the supervising teacher or staff member.
4. Volunteers must only communicate with students through District-approved platforms and only during assigned volunteer sessions or designated task times.
5. Volunteers must use appropriate language, tone, and professional attire during all virtual interactions. Backgrounds must be appropriate for a school environment and free of any inappropriate, confidential, or distracting content.
6. Volunteers must ensure that no personal or private interactions occur with students outside the scope of assigned volunteer duties. Volunteers must never engage students in conversations of a personal or non-educational nature.
7. Volunteers are not permitted to record, photograph, screenshot, or otherwise capture images, audio, or video of students or virtual sessions.
8. Volunteers may not use chat, messaging, or screen-sharing tools to access, display, or transmit inappropriate or non-assigned content while working with students. Any screen sharing must be limited to District-approved instructional content or materials required for the assigned task.
9. Volunteers are not permitted to discipline students. Any behavioral concerns must be referred immediately to the supervising teacher or staff member.
10. Volunteers are expected to perform assigned duties in accordance with District procedures and expectations. Volunteers who fail to follow instructions, demonstrate unprofessional conduct, or violate safety or confidentiality rules may be dismissed from the volunteer program at the discretion of the District.
11. Volunteers may come into contact with confidential student or staff information and must maintain strict confidentiality in accordance with applicable student privacy laws, including FERPA and state confidentiality requirements.
12. Volunteers are covered under the District’s workers’ compensation insurance while performing approved volunteer duties, provided they have properly signed in. Any injury must be reported immediately to the supervising administrator or designee.

GENERAL EXPECTATIONS FOR VOLUNTEERS

(An online Volunteer Orientation can be viewed Here)
This section outlines basic expectations for all Pasadena Unified School District volunteers. These guidelines apply to all volunteer service, whether in person or virtual, unless a specific situation or assignment says otherwise.

1. CORE EXPECTATIONS FOR WORKING WITH OTHERS

Nondiscrimination

Pasadena Unified School District is committed to providing an inclusive environment. Volunteers must treat all students, staff, and community members with respect. Discrimination is not allowed based on race, color, ethnicity, national origin, ancestry, religion, age, marital or parental status, pregnancy, disability, medical condition, veteran status, gender, gender identity, gender expression, genetic information, sex, sexual orientation, or any similar characteristic.

Harassment and Sexual Harassment

Harassment of any kind is not allowed. This includes behavior that is verbal, physical, visual, or written that makes someone feel uncomfortable, unsafe, or unwelcome.

Sexual harassment includes unwanted sexual comments, jokes, gestures, touching, requests for sexual favors, or sharing sexual materials. It also includes behavior that creates an uncomfortable or unsafe environment.

Reporting Concerns

If a volunteer sees or experiences harassment or discrimination, they should report it right away to school staff or the site administrator. They may also report concerns to the District Title IX Coordinator. Retaliation against anyone who reports a concern is not allowed.

2. PROFESSIONAL BEHAVIOR

Volunteers are expected to act in a respectful and professional manner at all times.

Volunteers must:

- Follow directions from school staff
- Use appropriate language and behavior
- Stay within their assigned tasks and responsibilities
- Support a positive learning environment

Volunteers must not:

- Have personal or non-school-related conversations with students
- Discipline students (all concerns must be shared with staff)
- Give gifts, personal contact information, or private ways to communicate to students
- Use overly familiar or personal language with students

3. SAFETY AND STUDENT PROTECTION

Supervision
Volunteers should never be left alone with students for any purpose other than their specifically authorized volunteer activity, and only if they have been approved and trained as a Level II volunteer. Level I volunteers must remain with and under the direct supervision of school staff at all times.

Restrooms and Personal Assistance
Volunteers should never enter restroom stalls or provide personal care to students. If a student needs help, the volunteer should notify school staff.

Reporting Safety Concerns or Abuse
Volunteers must immediately report any concerns about student safety, suspected abuse, unsafe conditions, injuries, or suspicious behavior to school staff. If a volunteer is a mandated reporter, they must follow required reporting laws without delay.

Safety Expectations
Volunteers should always follow safety rules and use equipment only when instructed. Any unsafe situation should be reported right away.

4. CONFIDENTIALITY AND TECHNOLOGY

Confidentiality
Volunteers may learn private information about students, staff, or the school. This information must be kept private and not shared with others outside of school staff. Sharing confidential information can result in removal from the volunteer program.

Technology Use
School systems and devices are for school use only. Volunteers must:

- Use only approved school platforms when working with students
- Never use personal accounts to contact students
- Never send student information through personal email or messaging apps

Refer to PUSD's Acceptable Use Policy for more information.

Student Images and Privacy
Volunteers may not take photos, videos, screenshots, or recordings of students or school activities unless specifically allowed by the District. Student information or images may not be posted on social media.

5. GENERAL EXPECTATIONS AT SCHOOL

Attendance and Reliability

Volunteers are expected to be on time and reliable. If they cannot attend, they should notify school staff as soon as possible.

Work Expectations
Volunteers should complete assigned tasks as directed by school staff. If instructions are not followed or behavior is inappropriate, a volunteer may be asked to stop volunteering.

Appearance
Volunteers should dress in a way that is appropriate for a school environment and safe for their assigned tasks.

Drugs, Alcohol, and Tobacco
Schools are drug-free, alcohol-free, and tobacco-free environments. This includes vaping and e-cigarettes.

Weapons
Weapons are not allowed on school property, in vehicles, or at school events.

Political Activity
Volunteers may not campaign, distribute political materials, or promote political causes while volunteering.

These expectations are intended as general guidance for volunteers. Volunteers are also expected to follow applicable District policies and procedures, as well as federal and state requirements. Individual schools or assignments may provide additional guidelines.

6. ATHLETICS CODE OF ETHICAL CONDUCT

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American

TERM OF SERVICE

Volunteer service is valid only for the approved assignment and school year. Volunteer status expires when the assignment ends, at the close of the school year, when required clearances or training lapse, or when volunteer approval is revoked by the District, whichever occurs first.

RENEWAL

Individuals wishing to continue volunteering must complete the annual renewal application process and satisfy all applicable training, screening, clearance, and approval requirements.

DISMISSAL

Volunteers serve at the discretion of the District and may be removed from a volunteer assignment or dismissed from the volunteer program at any time for failure to comply with District policies, procedures, expectations, or applicable laws.

Examples of conduct that may result in removal from a volunteer assignment or dismissal from the volunteer program include, but are not limited to:

- Failure to follow the directions of District employees or designated supervisors
- Insubordination or refusal to comply with established procedures
- Unprofessional, disruptive, disrespectful, or inappropriate conduct toward students, employees, volunteers, parents/guardians, or community members
- Violation of District policies, administrative regulations, or school rules
- Violation of safety procedures or conduct that compromises student or staff safety
- Breach of student or personnel confidentiality
- Volatile, hostile, aggressive, or verbally abusive behavior toward district employees, parents, or other volunteers
- Violation of harassment policies or retaliatory behavior
- Falsification of volunteer records or application information
- Failure to maintain required training, screening, or clearance requirements
- Participation in conduct prohibited by law or District policy

A volunteer who engages in conduct prohibited by law, Board Policy, Administrative Regulation, or this handbook may be removed immediately from a volunteer assignment and may be dismissed from the volunteer program.

When a volunteer is dismissed, the principal or designee notifies the volunteer of the dismissal and, when appropriate, provides a brief reason. The principal or designee also informs the Office of Family Engagement (or equivalent office) of the dismissal and documents the action in accordance with district procedures.