



**Volunteer Handbook
&
Application**

2016 / 2017

**CHAMPS Charter High School of the Arts Multimedia & Performing
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Dear School Volunteer:

On behalf of CHAMPS Charter High School of the Arts, I would like to extend our appreciation for your dedication and support to our school and our mission of improving the academic achievement for our students. Volunteers play an important and valuable role at our school. Students, teachers, staff, parents and community all benefit from the work of individuals like you who give of your time and talents.

This handbook is directed to all volunteers who wish to devote a portion of his or her time to our school and students. We want you to get the most out of your volunteer experience and as such we want to make sure you are an informed volunteer

Volunteers help in many different ways: Example: Team sports, field trip chaperones, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, at CHAMPS we say "Thank You!"

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Bright". The signature is fluid and cursive, with a large initial "C" and "B".

Chris Bright
Executive Director

Definition of Volunteers

Volunteers at CHAMPS are individuals who donate their time, without financial compensation, to benefit the school community. A person who comes to the school for a **one-time** special event, such as a guest speaker, presenter, or visitor is considered a guest and they do not complete a volunteer application. School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

For the safety of students, school employees and other volunteers, all volunteers must go through a screening process:

Volunteer Opportunities could include:

- Athletics
- Classroom assistance
- School /classroom events like career fairs, field trips, competitions etc..
- Event Chaperone
- Non-classroom (main office, extracurricular events, performances etc.) assistance

Volunteer Requirements

All volunteers are required to complete a "School Volunteer Application Form" and be screened for tuberculosis. Depending on the volunteer assignment, volunteer may be subject to a criminal background check. No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination with the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a TB test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406 & Health and Safety Code 121545).

Acceptance as a volunteer is based on factors including, but not limited to:

- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1) or requirement to register as a sex offender under California law (Penal Code 290)
- Live Scan fingerprinting, with clearance from Department of Justice
- A completed "School Volunteer Application Form" on file.
- Tuberculosis (TB) Clearance
- Positive attitude; interest in and enthusiasm for working with children
- Ability to work cooperatively with school personnel and participate regularly
- Good communication skills, moral character, dependability, health and personal hygiene.

If you would like to be authorized to drive students for a school activity, you must also complete a Volunteer Driver Agreement and provide the required forms, including but not limited to: Copy of valid driver's license, proof of insurance, copy of vehicle registration, copy of driving record from DMV (available online). See Patti Toll to complete the Volunteer Driver requirements.

Within 48 hours before volunteering, you must receive written notification (via a "Volunteer Clearance Form") that you have been approved as a volunteer and that you meet all volunteer requirements, including but not limited to those defined above.

Suggestions for Making Your Volunteer Experience Successful

The following are suggestions that should prove helpful in developing a successful partnership with CHAMPS students and staff. Please remember

1. Sign in and out upon your arrival and departure in the main office. You will not be allowed on campus without appropriate ID and without proper clearances.
2. You must wear your school badge while on campus. This badge or name tag will help students; staff and other volunteers recognize that you are a cleared volunteer on campus.
3. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
4. Remember that you are a role model for students and the school community.
5. Get to know the school campus
 - a. Know the location and phone number of the school office
 - b. Know the location of important rooms such as the office, restrooms, staff lounge, etc.
 - c. Find out where to park
6. If you are volunteering in a classroom, spend some time observing the class.
 - a. Become familiar with classroom routines
 - b. Identify location of supplies and materials within the classroom
7. Remember that a volunteer is not a teacher or a teacher's aide, not a therapist or a counselor, but first of all a friend who accepts the students as they are.
8. If you have questions about policies or procedures or student behavior, please speak to the teacher at appropriate times, not in front of students or parents.

School Volunteer Procedures/Checklist

Procedures for all volunteers are as follows:

- Fill out Volunteer Application Form
- Provide a valid state issued driver's license/ID Card or Social Security Card
- Read and sign Volunteer Agreement Form
- Read and sign Volunteer Confidentiality Agreement
- Agree and provide a Criminal Background check with Live-Scan
- Evidence of a Tuberculosis (TB) examination or risk assessment within the past 60 days. Volunteers who do not have any risk factors for exposure to TB or who test negative to TB, shall thereafter be required to take a TB test every 4 years.

If you are volunteering to drive students you will be asked to provide:

- Copy of valid Driver's license
- Proof of vehicle insurance
- Copy of vehicle registration
- Copy of DMV record. This can be obtained online for a nominal cost.

All volunteer work is done under the direction of an Administrator, assigned teacher or if applicable, site volunteer coordinator. Volunteers must comply with the sign-in procedures at the main office.

Volunteers are not to receive compensation or employee benefits except under worker's compensation as provided for in Labor Code Section 3364.5

Volunteer Application

(Please type or print)

School Name: CHAMPS CHARTER HIGH SCHOOL OF THE ARTS MULTIMEDIA & PERFORMING

Name: _____
Last First Middle

Residence Address: _____
Street City State Zip

Home Telephone: (____) _____ Work Telephone: (____) _____

Emergency Contact Name and Phone: _____ (____) _____

Date of Birth: ____/____/____ Social Security #: _____

Driver's License: Yes () No () State: _____ DL#: _____

Length of residence in county? _____

Previous Address (If less than 5 years): _____

Physical Limitations: Yes () No () Explain: _____

Relationship to any student(s) or staff members at school? Yes () No () Explain: _____

Languages spoken: _____

Do you have any felony convictions: Yes () No () If so, please list: _____

Have you **EVER** been convicted of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290? Yes () No ()

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize CHAMPS to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.5

I understand that I will not receive any compensation or salary and/or any other benefits during this assignment except Workers' Compensation insurance coverage as permitted by law.

Signature: _____ Date: _____

Volunteer Guidelines and Agreement

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station.
2. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws.
3. Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
4. Volunteers must follow the appropriate dress code applicable to staff.
5. Volunteers cannot smoke in any school facility or building or within 50' of a school building.
6. Volunteers will not lend money, and/or bring gifts, to students unless authorized by the school principal or designee.
7. Volunteers will not transport students unless they have been given express permission to do so by the school principal and have provided the appropriate insurance verification. Do not put yourself in the position of being alone with any student in any vehicle unless they are your own child.
8. Volunteers will not have access to student educational records. All volunteers will sign a confidentiality agreement.
9. Volunteers will not photograph or videotape students unless authorized by the principal or designee.
10. Volunteers will not dress, provide personal hygiene assistance, or supply medication to students.
11. Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of your role as a volunteer.
12. Volunteers will use universal precautions to avoid contact with bodily fluids.
13. Volunteers will use only adult designated restrooms.
14. Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
15. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
16. Volunteers will not search students or student property.
17. Volunteers will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
18. Volunteers will make themselves familiar with and agree to follow the school's evacuation and lockdown procedures.

19. Volunteers will not direct a student to remove an emblem, insignia, or garment including a religious emblem, insignia, or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
20. Volunteers must report suspected cases of abuse or neglect to the school administrator or professional staff.
21. The school administrator or designee will provide appropriate training for all volunteers.
22. Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer.
23. Volunteers understand that the school reserves the right to decline their volunteer services at any time.
24. Volunteers shall not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.
25. Volunteers shall not use obscene or discriminatory language at school or at any school event.

I, _____, have read and agree to abide by the above guidelines.

Volunteer Signature: _____ Date: _____

Volunteer Confidentiality Agreement

All school volunteers are expected to maintain confidentiality while working at the school. All things that are seen and heard at school about employees or children and their families should be considered privileged information. Trust must be established and maintained in order for our volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student and employee information as personal and confidential regardless of the source.
- Communicate relevant information about students to the respective classroom teacher or principal.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.
- Understand that not all information can and will be shared with volunteers, due to legal considerations.
- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or the principal. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or the school to the principal.
- Do not discuss confidential information with anyone. This information includes, but is not limited to:
 - Scholastic and health records
 - Test scores and grades
 - Discipline and classroom behavior
 - Character traits of children
 - Supports and services a student may receive
- All volunteers are required to sign a statement of confidentiality.

Discipline: Discipline of students is solely the responsibility of the teacher in charge. Volunteers should under no circumstances discipline students. Should students misbehave in your presence, you should report this immediately to the teacher in charge. The teacher will then determine the necessary course of action. Also note that we expect students to treat volunteers with the same level of respect given to other school personnel. If you feel that students are not being respectful towards you, do not hesitate to discuss the matter with the teacher or principal.

While all student information should be treated confidentially and sharing student information with others may be a violation of the law, do not make a promise to a student that you will keep confidential any information that pertains to the welfare of the student. Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse.
2. If a student confides that he or she is involved in any illegal activity.
3. If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required by law to immediately notify the school principal or administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the principal, school administrator or other appropriate authorities. If you have questions, please ask the principal or school administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.



Volunteer Statement:

I, _____, understand that in the course of my association with CHAMPS Charter High School of the Arts. I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities.

I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

I acknowledge that I have read and understand this statement of confidentiality.

Volunteer Signature: _____ Date: _____

Procedures for Returning Volunteers

Returning volunteers that have tested negative must have on file with the school a certificate showing that within the last four years, the person has been examined and has been found to be free of communicable tuberculosis in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406 & Health and Safety Code 121545)

All returning volunteers shall complete a new application each school year and may need to re-do the criminal history check.

Before volunteering each year, you must receive written notification (via a "Volunteer Clearance Form") that you remain approved as a volunteer and that you meet all volunteer requirements, including but not limited to those defined above. All returning volunteers may need to complete volunteer requirements each school year if any personal information has changed and may need to re-do the criminal history check.

