

TVCS Volunteer Handbook & Application

2018 - 2019

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Welcome to the 2018/2019 school year! Parent participation is a cornerstone of our success at TVCS and we encourage you to be a part of our great program. This handbook is for all volunteers who would like to donate their time and talent to our school and students. Your investment is greatly appreciated and the benefits it provides are far reaching.

What does a volunteer mean? A volunteer is a person who performs a service willingly and without pay.

What does a volunteer mean to TVCS? It means thriving classrooms, enriched education, enhanced communication, increased opportunities, and a stronger school community!

Volunteer Opportunities

Some ways that volunteers can help:

- Regularly scheduled classroom help
- Occasionally scheduled classroom help
- Specials classes such as Science, Visual Art, Performing Art, PE, etc.
- Field trips
- Special events
- Athletics
- Home prep work
- Serving on committees
- Board of Directors member

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.

Volunteer vs. Visitor

Volunteers

- On campus with a specified purpose to fulfill a volunteer job
- Working in conjunction with a school staff member

Visitors

- On campus for a short period or one-time event, such as:
 - To attend a meeting
 - To drop off paperwork or supplies
 - To attend an assembly, play, or special event

Visitors are considered a guest and do not need to fill out the Volunteer Application. Visitors are required to sign in and out with the Raptor system in the front office and display their visitor badge while on campus.

Volunteer Requirements

All volunteers are required to complete the Volunteer Application Form. **All volunteers will be subject to a Live Scan criminal background/fingerprint check, through the Federal Bureau of Investigation and the Department of Justice.** All items on the School Volunteer Procedures/Checklist must be completed and submitted to the Resource Development Coordinator before being cleared to volunteer. Please submit all forms to the RDC during the induction meeting or in Room 3.

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

- FBI/DOJ Live Scan fingerprint and background check clearance
- Megan's Law clearance
- TB risk assessment clearance or TB skin test
- Raptor screening upon each school visit
- Participation in Volunteer Induction Meeting
- Completion of all Volunteer Participation forms
- Execution of Code of Conduct and Confidentiality Agreement
- 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)

It is very important to keep contact information complete and up to date with the front office. Volunteers will be contacted by email once they have completed the volunteer clearance process.

Suggestions for a Successful Volunteer Experience

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

1. Upon completion of the volunteer clearance process, communicate with staff regarding their volunteer needs and your interests and availability. Some teachers/staff have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.
2. Maintain a positive attitude with students and staff.
3. Do not discipline students. Make teachers aware of any concerns you may have.
4. Always maintain confidentiality.
5. Become familiar with classroom routines.
6. Be respectful of teacher/staff instructional and break time.
7. Feel free to ask questions about programs, policies, materials, and supplies. Talk to the teacher about any difficulties at appropriate times, not in front of students or parents.
8. Be reliable. Teachers/staff and students depend on you. In the event that you

must be absent, please notify the teacher or staff member as soon as possible.

9. Sign in and out on the Raptor Visitor Management System in the front office upon your arrival and departure.
10. Wear your volunteer badge throughout your stay on campus. This badge will help students, staff, and other volunteers recognize that you are a volunteer on campus.
11. If you are experiencing problems with your responsibilities, try to resolve them first with the teacher or staff member with whom you are working. If you need more assistance with your problem, please contact the Resource Development Coordinator or Executive Director.
12. Remember that you are a role model for students and the school community.
13. Remember that you are highly valued and your positive volunteer contributions make a lasting impact on our students and our school!

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 Temecula Valley Charter School 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, or any other health or retirement benefits, or workers' compensation insurance coverage during this volunteer assignment. I agree to waive all claims against the Temecula Valley Charter School and hold Temecula Valley Charter School, its officers, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in my volunteer activity.

Signature

Date

Volunteer Code of Conduct Agreement and Acknowledgment

CODE OF CONDUCT

Anyone interested in VOLUNTEERING ON CAMPUS must have this Code of Conduct Agreement and Acknowledgement form signed and on file prior to doing so. Individuals must also participate in a Volunteer Induction Meeting prior to beginning volunteer work. Volunteer Induction meetings occur once a month. Volunteers must attend an Induction meeting annually. Volunteers who stop volunteering for more than 2-months or who have been prohibited from volunteering for a period of time must re-attend an Induction Meeting prior to returning to volunteer work.

As a Volunteer I agree I will:

- Not to loiter, wander or linger while on campus. I will enter campus, proceed directly to my designated classroom, perform my volunteer hours and promptly exit campus.
- Not loiter, wander or linger in the TVCS Administrative Offices, including the ED/Principal, Dean of Students or TVCS reception area. The Administration Offices, including the reception area, are reserved for those conducting official business. I understand if I disrupt or distract official day to day TVCS business I will be asked to leave.
- Not use student restrooms.
- Not make negative statements/comments (verbally or in writing) about students, staff, parents, visitors and fellow employees.
- Not use my volunteer hours as an opportunity to handle other TVCS business and/or affairs, such as meeting with my child's teacher or the Administration.
- Schedule an appointment with Administration for any and all questions.
- Not bring any 3rd parties with me during my volunteer hours.
- Maintain respectful lines of communication with school staff, students, parents, visitors and fellow volunteers.
- Not transmit, publish, text, email, post on social media, encourage others to post on social media or display negative, disrespectful, harmful or inappropriate content, messages or information.
- Not transmit, publish, text, email, post on social media, encourage others to post on social media or display internet content that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- Display on prominently and visibly above the waist, my volunteer identification badge at all times while on campus.
- Never be alone with individual students.
- Never discipline any student.
- Not operate my cell phone, smart phone, laptop, tablet or other electronic device with email, calling or texting capabilities while on campus.
- Provide my full attention.
- Only to do what is in the best personal and educational interest of every child with whom I come into contact.
- Follow school dress code rules

ACKNOWLEDGMENT

I agree I have read and understand this Code of Conduct. I agree I will abide by the terms outlined herein. I agree TVCS has the sole authority and discretion to revoke my Volunteer privileges at any time.

Printed Name

Signature

Date

Volunteer Confidentiality Agreement

In accordance with federal law, 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/confidential 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 only to the respective classroom teacher or school leaders.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or school leaders.
- 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 including state and federal law.
- 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 school leader. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school leaders.
- 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 school leaders.

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(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell school administration. 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 (including bullying and cyberbullying).
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 Executive Director/Principal or Dean of Students. 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 Executive Director/Principal, Dean of Students, or other appropriate authorities. If you have questions, please ask the Executive Director/Principal or Dean of Students. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

Volunteer Statement:

I, _____, understand that in the course of my association with Temecula Valley Charter School, 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.

Signature

Date

NEW VOLUNTEERS – In order to expedite the processing of your Volunteer Request, be sure you are submitting the following items:

- School Volunteer Procedures/Checklist – signed and dated (page 6)
- Volunteer Application Form – completed, signed and dated (page 7 & 8)
- Volunteer Code of Conduct Agreement and Acknowledgment – signed and dated (page 9)
- Volunteer Confidentiality Agreement – signed and dated (page 10 & 11)
- Live Scan, Megan’s Law and TB clearance will be verified with the TVCS office.

Please note that having your Live Scan done, does not mean that you are cleared to volunteer. Only after TVCS has received your Live Scan results, along with the other requirements, will a volunteer be notified of their clearance. TVCS has no control over how long it will take to receive Live Scan results.

RETURNING VOLUNTEERS – Please submit the following items:

- School Volunteer Procedures/Checklist – signed and dated (page 6)
- Volunteer Application – completed, signed and dated (pages 7 & 8)
- Volunteer Code of Conduct Agreement and Acknowledgment – signed and dated (page 9)
- Volunteer Confidentiality Agreement – signed and dated (page 10 & 11)
- Returning volunteers must have a cleared Megan’s Law form on file (required annually)
- Returning volunteers must have a cleared TB Risk Assessment or TB Skin Test on file (required every 4 years)

All returning volunteers shall submit a new Volunteer Application each school year.

If you have any questions regarding the volunteer application and clearance process, please contact the Resource Development Coordinator.

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