



## **Volunteer Handbook & Application Forms**

**840 14th St, San Diego, CA 92101  
(619) 788-4668**

## **Table of Contents**

Welcome Letter .....	3
Definition of Volunteers .....	4
Volunteer Opportunities .....	4
Volunteer Requirements .....	5
Suggestions for Making Your Volunteer Experience Successful.....	6
School Volunteer Procedures Checklist.....	8
Volunteer Application.....	9
Volunteer Guidelines.....	10
Volunteer Confidentiality Agreement.....	12
Procedures for Previous Volunteers .....	14

## **Welcome Letter from the Director**

Dear School Volunteer:

On behalf of Urban Discovery Academy (“UDA”), I would like to extend our appreciation for your dedication and support to our school and our mission. I invite you to read this handbook about your role in the school community.

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. We know that you will benefit from this experience as well.

This handbook is directed at 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: tutoring, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, site maintenance and beautification, hospitality groups, and special project team members. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say “Thank You!”

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

Sincerely,

UDA/IDEATE Administration

## Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit the school community. Non-staff therapists, mental health professionals, and educational specialists working with one or more UDA students, who are compensated by parents or another organization, must also comply with this policy. Volunteer participation may occur in a classroom setting during the school day, outside the classroom on the school campus, or outside the school setting as part of an extracurricular activity. *A person who comes to the school for a **one-time special event**, such as a guest speaker, presenter, observer, or visitor is considered a guest and does not need to complete a volunteer application.* School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, gender, sexual orientation, religion, age, disability, or any other protected status as defined by federal, state or local law.

### **Volunteer Opportunities may include, but are not limited to:**

- Tutoring
- Mentoring
- Athletics
- Classroom assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Playground supervision
- Site maintenance and beautification
- Hospitality
- Special projects

As a public school, we must screen school volunteers. All UDA volunteers are required to complete a "School Volunteer Application Form," and depending on the type of volunteer assignment, may need to have a criminal background check and fingerprinting, and may also be asked to submit the results of tuberculosis screening.

## **Volunteer Requirements**

Here are the specific requirements that each type of volunteer must meet to serve at UDA.

Screening Requirements for volunteers:

1. Be fingerprinted<sup>i</sup> by taking a completed Request for Livescan<sup>ii</sup> form to any DOJ-approved Livescan company with photo I.D. and payment. (In cases of financial hardship, UDA may subsidize the “rolling fee” cost of Livescan fingerprinting. Inquire at the school office.)
2. Wait one to two weeks; call UDA to ensure your fingerprints have been processed and you have received clearance.
3. Present some form of current government-issued photo identification (driver’s license, passport, military ID, other government identification).
4. Complete and submit for approval the UDA Volunteer Application.
5. Be checked by designated site personnel against the California Department of Justice, Sexual Offender (Megan’s Law) website (<http://www.meganslaw.ca.gov>).
6. Present a Tuberculosis clearance card. (Valid for 4 years.)
7. Sign in/out on the “Volunteer Sign-in Sheet” located at the main office.
8. Display a volunteer identification badge when volunteering.

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

- A completed “School Volunteer Application Form” on file
- Live Scan fingerprinting, with clearance from Department of Justice
- 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)
- When requested, Tuberculosis (TB) Clearance (for volunteers with any student contact)
- Positive attitude and ability to work cooperatively with school personnel
- Good communication skills, moral character, dependability, and health.

The school reserves the right to restrict or disallow any person from volunteering or visiting the school campus. If the School Director finds reasonable cause to believe that any person has disrupted or intends to interfere with the orderly and peaceful operation of the school campus, or if a person’s presence disrupts the school or its pupils, s/he may direct the disruptive person to leave the campus and notify such person that consent to remain on campus has been withdrawn. (California Penal Code Sections 626.4, 626.7, and 626.8)

## **What to Expect When You Become a Volunteer**

1. Each volunteer will engage in an orientation with the teacher or staff member before beginning to volunteer. The following will be discussed:
  - a. Days and time to work in classrooms/on campus.
  - b. Whether you will have specific tasks or will be asked to do tasks on an as-needed basis.
  - c. Procedures for you and staff member to be in communication.
  - d. Alternate plans for the days when the teacher or staff member is absent.
  - e. How you will be told of the day's assignment (folder, note, etc.).
  - f. What name the students will call you.
  - g. What your role will be in classroom management.
  - h. Teachers' own classroom management.
  - i. Where to leave your personal belongings.
  - j. Where the lounge and adult restrooms are located.
2. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
3. **Sign in and out upon your arrival and departure.**
4. Wear your nametag or school badge throughout your stay on campus. This badge or nametag will help students; staff and other volunteers recognize that you are a volunteer or visitor on campus.
5. Get to know the school grounds.
  - 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, you will spend some time observing the class so that you can become familiar with classroom routines and find the location of supplies and materials within the classroom. Ask the teacher questions if you are unclear about anything.
7. If you are volunteering on the playground, you will spend some time observing students. A staff member will inform you of playground expectations. If you are unsure, ask a staff member.
8. No electronic listening or recording device, including video, may be used in a classroom without the teacher and School Director's permission.
9. Parents who come on the school campus as visitors to patronize the school store, café, or art studio, or to participate in parent education activities, must stay in the area they are visiting and not enter other parts of the school campus, with the exception of using the adult restrooms on campus.

## **Suggestions for a Successful Volunteer Experience**

1. Remember that you are a role model for students and the school community.
2. Establish positive relationships with the students. Be friendly; let them know you are glad to be here! Be encouraging to students
3. Learn the names of students as soon as possible.
4. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on in a tactful manner.
5. Work at the student's level. If the child is sitting, sit with her. Show your interest and involvement.
6. Speak in a positive manner to students; point out the things they have done right and the things they do well.
7. Remind students of appropriate behavior if they are disruptive. Remember though that corrective discipline is the responsibility of the teachers, counselors, and the School Director(s).
8. 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.
9. If you are experiencing a problem with your placement, 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 School Director.

## **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
- Read and sign Volunteer Agreement Form
- Read and sign Volunteer Confidentiality Agreement
- Depending on volunteer level, provide fingerprinting and a Criminal Background check with Live-Scan
- If you will have any contact with students, provide a Tuberculosis Clearance Card once every four (4) years

All volunteer work is done under the direction of an assigned teacher, site coordinator or Director. **Volunteers must comply with the sign-in procedures at the school site.**

Volunteers do not receive compensation or employee benefits from UDA School, except worker's compensation as provided for non-professional volunteers in Labor Code Section 3364.5

# Volunteer Application

(Please type or print)

School Name: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Maiden  
Name/Other Names Used

Residence Address: \_\_\_\_\_  
Street City State Zip

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License: Yes ( ) No ( ) State: \_\_\_\_\_ DL#: \_\_\_\_\_

Length of residence in San Diego County? (If other county, please list county name also) \_\_\_\_\_

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: \_\_\_\_\_

Please respond to the following: "I am interested in volunteering because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_."

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 UDA to complete a background check as a condition of school volunteer service.

I understand that I will not receive any compensation or salary and/or any other benefits from UDA 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. When leaving, I will **sign out**.
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.
4. Volunteers must follow the appropriate dress code applicable to staff.
5. Volunteers cannot smoke in any school facility or building or within 50 feet of a school building.
6. Volunteers will not lend money, and/or bring gifts, to students unless authorized by the School Director or designee.
7. Volunteers will not transport students unless they have been given express permission to do so by the School Director and have provided the appropriate insurance verification and filled out the appropriate forms.
8. Volunteers may not be alone with any student (other than their own child(ren)) in any vehicle. There must be at least two students in any vehicle driven by a volunteer.
9. Volunteers will not have access to student educational records. All volunteers will sign a confidentiality agreement.
10. Volunteers may not photograph or videotape students unless authorized by the School Director or designee.
11. Volunteers may not dress, provide personal hygiene assistance, supply medication or administer medication to students.
12. 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.
13. Volunteers must use universal precautions to avoid contact with bodily fluids.
14. Volunteers should use only adult designated restrooms.
15. Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.

16. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
17. Volunteers may not search students or student property.
18. Volunteers must make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
19. Volunteers should become familiar with and agree to follow the school's evacuation and lockdown procedures.
20. Volunteers may 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.
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 may not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms or other weapons while serving in a volunteer capacity.
25. Volunteers may not use obscene or discriminatory language at school or at any school event.
- 26. Non-professional volunteers must report suspected cases of child abuse or neglect to the school administrator or professional staff, who are mandated reporters. (Penal Code Section 11165.7). Volunteers working at UDA School within their professional capacity or scope of employment, such as non-staff therapists, mental health professionals, and educational specialists, are mandated reporters pursuant to Penal Code section 11166(a) and must report directly to the appropriate agency.**

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 School Director.
- 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 School Director. 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 School Director.
- 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 this 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 Director.

**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 School Director or other 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 Director or another 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 School Director, school administrator or other appropriate authorities. If you have questions, please ask the School Director 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 UDA 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.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Procedures for Previous Volunteers**

All returning volunteers must complete a new Volunteer Application each school year and will need to sign the following "Previous Volunteer Certification" form.

All returning volunteers must also be checked annually by designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>).

The school reserves the right to also ask for TB clearance from previous volunteers. Upon request, a volunteer would then need to present a Tuberculosis clearance card. (Valid for 4 years.)

### Previous Volunteer Certification

I, \_\_\_\_\_, certify that since my initial fingerprint clearance with UDA School dated \_\_\_\_\_, I have not subsequently been charged with, or convicted of a violent or serious felony as defined in California Education Code 45122.1.

For the purposes of this code section, a violent felony is any of those listed in subsection C of Penal Code Section 667.5, and a serious felony is any felony listed in subdivision C of Penal Code Section 1192.7.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

<sup>i</sup> All volunteers must undergo the fingerprint clearance process. Fingerprint clearance will be kept on file at the school office and valid for nine (9) years with the intent being that a volunteer will have one fingerprint clearance that is valid during his/her student's K-8 educational years. Each year, volunteers who have previously received fingerprint clearance will sign a "Previous Volunteer Certification" form certifying that they have not subsequently been charged with, or convicted of a violent or serious felony as defined in California Education Code 45122.1. For the purposes of the code section, a violent felony is any of those listed in subsection C of Penal Code Section 667.5, and a serious felony is any felony listed in subdivision C of Penal Code Section 1192.7.