Subject: Volunteers
Effective Date: June 12, 2014
Approved By: Board of Directors
Policy: 3010.1

PURPOSE

The purpose of the Springs volunteers program will be to:

- Supplement the work of teachers, upon their request, under their supervision, and with the approval from the program Director;
- Provide individual attention for students through tutoring and/or small group projects under the direction of the school staff;
- Provide enrichment experiences to supplement the education program;
- Provide assistance for the school staff in non-academic areas where student contact may or may not exist;
- Meet special school needs;
- Promote better school-community relations by enhancing community understanding;
- Develop improved public relations for local, state, and national educational endeavors.

DEFINITIONS

Volunteer

A volunteer is defined as an individual 18 years and older performing regularly scheduled services for Springs Charter Schools who do not receive compensation for her/his services. Individuals who volunteer to perform services for the school are not "employees" for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). An individual is classified as a volunteer as long as the individual is not regularly employed to perform the same services for the school and receives no more than expenses or recognition gifts for her/his services. (Education Code 35021)

A volunteer is any person serving the needs of the program on a regular basis at least one time per month or more.

Visitor

A Visitor is defined as an individual who, with school district authorization, attends a student performance, special event, festival, open house, back-to-school event, sports event, athletic competition, etc. A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination.

Guest

A Guest is defined as an individual who, with school district approval, assists students, schools, and teachers on a non-regular basis or who individually observes a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis (special events, e.g., Guest Readers Programs, class parties, field trips, etc.)

Parent Observer

A Parent Observer is defined as a parent or guardian who desires to observe in his or her child's classroom. Parent observations are to be approved by the Director to ensure that the visit does not interfere with the learning process or classroom program. Any such observations must be arranged and conducted in accordance with procedures determined by the Director or Assistant Superintendent. Parent observers coming in on a regular basis may need Tuberculosis testing.

HOW TO VOLUNTEER

The Springs volunteer program is supervised and managed by the Director of each educational program in conjunction with the Human Resources (HR) Department. Specific volunteer assignments are arranged for and directly supervised by the program Director or designated staff. (Education Code 35021) Volunteers shall act in accordance with school policies. Springs is under no obligation to accept or place any volunteer. At her/his discretion, the program Director or designated staff supervising volunteers may ask any volunteer who violates school rules or volunteer policies to leave campus.

Individuals who are interested in volunteering with the School are invited to contact the Site Facilitator (SF) specific to the site to where they wish to volunteer. The HR Volunteer Coordinator will be able to answer questions regarding the Springs volunteer program. Contact information is available on the school's website at www.springscharterschools.org

VOLUNTEER POSITIONS

Volunteer activities at Springs may or may not require one-on-one or small group contact with students and may or may not require a background check. Tuberculosis testing is required.

Category 1

- Volunteers in this category are never left alone unsupervised with students and can be in a group session only. These volunteers attend regularly at least one time per month.
- Megan's Law website will be checked on all volunteers, visitors, guests and parent observers.
- Tuberculosis testing is required.
- A volunteer application is required.
- Activities in this category will always occur under the direction, supervision, and approval of Springs staff members.
- Examples of Category 1 volunteer activities (although not all-encompassing):
    - Assisting teachers with in-classroom activities or small groups, helping with special projects, etc.
    - Activities that do not involve direct contact with students (assembling mailings, coordinating events, preparing bulletin boards, etc.)
    - Acting as a speaker for a class or special event regularly at least one time per month (speaking about career opportunities, positive choices, safety issues, or demonstrating science experiments, etc.)
    - Working in areas of the school other than the classroom (checking out books in the library, acting as lab monitor, office work, etc.)
    - PTSA or Booster Club parent who volunteers in and around Springs students supervised by a Springs employee or Category 2.

Category 2

- Volunteers in this category may have one-on-one or small group contact with students, may be left alone with students.
- Megan's Law website checked, criminal background check, and Tuberculosis screening (within the last 12 months) is required.
- A volunteer Application.
- Volunteers in this category may be left alone unsupervised with students.
- Examples of Category 2 volunteer activities (although not all-encompassing):
    - Volunteer athletic coaches and advisors of other extracurricular activities;

Child care provider during parent events (Parent/Teacher Conferences, parenting workshops, etc.)

- Group activities during the school day that may be confidential in nature
- Assisting teachers with in-classroom activities (reading with students, tutoring individual students or small groups, helping with special projects, etc.)
- PTSA or Booster Club parent who volunteers in and around Springs students without supervision.

BACKGROUND CHECKS

For the safety and security of our students, a complete background check will be completed for all Category 2 volunteers. (Education Code 35021.1) Information obtained in the process will be kept confidential. A criminal record does not necessarily prohibit an individual from volunteering in the school. (Education Code 35021)

However, all volunteer applicants will be checked against the California Megan's Law online database for sex offender clearance at http://www.meganslaw.ca.gov/. Any volunteer applicant, whose name appears on Megan's Law list and is required to register as a sex offender, is prohibited from volunteering as either a Category 1 or Category 2 volunteer. (Penal Code 290) (Education Code 35021)

CODE OF ETHICS AND CONFIDENTIALITY

There are certain rules that both employees and volunteers must follow when working in the school.

1. DO NOT discuss individual students outside the school.
2. DO NOT compare students within the school.
3. DO NOT publicly discuss parents, students, teachers, or other volunteers.
4. DO NOT repeat any information regarding confidential records of students in the classroom, staff room or office.

DEPENDABILITY

Springs staff will depend on volunteers to be present at their scheduled time. Springs staff has organized their day with the volunteer in mind. If a volunteer is unable to work on a scheduled day, it is the volunteer's responsibility to notify the school office or supervising staff as soon as possible.

TRAINING

The following will be read and acknowledged by all volunteers:

1. FERPA Confidentiality Statement
2. Declaration of Public Employees as Disaster Service Workers
3. Drug and Alcohol-Free Workplace
4. Review of Child Abuse Law
5. Blood borne Pathogens
6. Discrimination is Against the Law
7. Sexual Harassment
8. Site Volunteer Procedures

SIGN-IN

All volunteers are required to report to the office each time they visit during normal school hours. At that time, volunteers will be given their identification badge to wear. The badge will signify to the staff and students that a volunteer is in the building. This badge should be visible at all times with name and color-coded according to Category 1 or 2. If a volunteer is seen in the building without an identification badge, that volunteer will be asked to go immediately to the office to check in. When volunteer leaves, they are to sign out and return badge to front desk. All visitors, guests, and parent observers may need to sign in (requested) at front desk of site.

DRESS

Volunteers should plan to dress comfortably and appropriately when spending time with the students in school or during school-related activities. Clothing that advertises alcohol, tobacco, other drugs, violence, or sexual acts should never be worn when working with students.

WHAT VOLUNTEERS CAN DO

School volunteer activities and assignments are specified and approved at the direction of the program Director. Each volunteer will work directly with the program Director or her/his designated staff.

WHAT VOLUNTEERS CANNOT DO

1. Administer Discipline – If a volunteer has concerns about anything occurring in the classroom or on school grounds, the volunteer should speak to the teacher or program Director.

2. Interrogate Students or Investigate Problems – Please report any problems to a staff member or site director.
3. Search Students or Student Property – Please report any problems to a staff member or site director.
4. Administer Medications - including over-the-counter drugs such as aspirin. School personnel are responsible for administering this kind of aid and/or documented medications. Please refer this matter to the Director of designee. Under no circumstances should school volunteers administer medication of any kind.
5. Clean Up Bodily Fluids – Volunteers should not be involved in the clean-up of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for a volunteer to take immediate action, s/he should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.
6. Bring infants or non-school age children – Volunteers should not bring underage children with them when volunteering.
7. Volunteers may not perform any unauthorized services or activities without the expressed written consent of school administration. Such services may include, but is not limited to: academic advisement and counseling, legal counsel, fee based tutoring, specialize academic or behavior related services, etc.
8. Lend Money or Bring Gifts for Students – This can only be done when authorized by the Principal or designee.
9. Videotape or Photograph Students – This can only be done when authorized by the Principal or designee.
10. Use Student Restrooms – Please use the restrooms designated for adults.
11. Volunteers cannot “hang out” with their student during meals or visit with other adults on campus.
12. Volunteers are not permitted to transport students at any time.

MANDATED REPORTING

Child Abuse/Neglect – Volunteers should report to school staff if they know or suspect a child has been abused or neglected. The school administration, child’s teacher, or guidance staff should be sought out under these circumstances. Refer to pamphlet “20 Facts About Child Abuse and Neglect.”

INJURY REPORTING AND INSURANCE

All injuries are to be reported to the Site Facilitator or Director immediately. An Injury Form must be completed and submitted to the Risk Manager in Human Resources. It is understood that all school volunteers are responsible to maintain their own medical insurance policies in case of injury while volunteering at the

school. The school maintains a supplemental volunteer accident policy. Personal items that are lost, stolen or damaged are not covered under the Schools insurance policy. Volunteers are advised to leave valuable at home or locked in their car.

NONDISCRIMINATION

It is the policy of Springs that no person may be denied the benefits of, or be discriminated against, in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, religion, national original, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or leaning disability or handicap.

STUDENT INJURIES

Injuries to students must be reported immediately to a teacher or the school office. If an injured child cannot be taken to the office, send someone for help immediately. Injured students should be watched closely and never left unattended.

SCHOOL EMERGENCY PROCEDURE

Volunteers shall be provided a written copy of the School sites written Emergency Procedures. In an emergency, all volunteers shall follow the School's Emergency Procedures.

Application for Volunteers

Instructions

(1) Please fill out this form completely; (2) Type or print in ink; (3) Sign the form at the bottom. This application and any attachments become the property of Springs Charter Schools. Deliver all completed application materials to Springs Charter Schools, 43422 Business Park Drive, Temecula, CA 92590

Name (Last, First, Middle) _____

Phone_____

Address_____

Number and Street City Zip

Date of Birth _____CA Driver's License _____

List Volunteer Experiences_____

Name/Location of Current Employer

_____

List references other than family members:

_____

_____

_____

NOTE

(1) Individuals who regularly perform one or more hours per week of any specific volunteer service with or around students shall be required to produce a copy of a negative Tuberculosis test taken within the last six (six) months indicating you are free of active tuberculosis.

(2) Additionally, all volunteers must follow student confidentiality requirements as defined by the Family Education Rights and Privacy Act of 1974 (FERPA).

Are you physically able to perform the functions of this position with/without accommodation? Yes• No•

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of a guilty by a judge or a jury. (Exclude convictions for marijuana-related offenses for more than two years old.)

Yes• No•

If "Yes", list all convictions including, but not limited to convictions for "driving" under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Including any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code Sections 667.6© and 1192.7©. (Use a separate sheet of paper to explain details – a conviction will not constitute an automatic bar from selection as a volunteer).

I HEREBY CERTIFY that all statements made hereon are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

I AFFIRM that I have read and understand all of the attached annual notifications and requirements for Springs Charter Schools unpaid volunteers.

_____

Signature of Applicant Date

School Site_____

Student Name _____

Director _____

Approved By _____