

SCHOOL VOLUNTEERS



HANDBOOK



Board Policy 1240.1

The Governing Board of the Pomona Unified School District encourages the use of volunteers as a means of enabling parents and other community members to become involved at District campuses on a routine or occasional basis. The use of volunteers not only provides a connection between school and community, but can also help District employees carry out their responsibilities more efficiently, helping students to fully develop their academic skill and their potential to become productive members of the community. Volunteers can also increase the adult-to-student ratios on campuses, symbolizing support for campus order and serving as a deterrent to any opposition to that order.

Volunteers shall be required to abide by all school rules and District policies and regulations that apply to them. To preserve the safety and well-being of students, volunteers may be required to provide fingerprints, undergo criminal background checks, clear tuberculosis testing, and successfully complete other screening requirements that may be required by the District or as legally required.

Volunteers may be used for a variety of non-teaching purposes as approved by the Superintendent or designee including, but not limited to, assisting certificated personnel with classroom and administrative duties, with security or supervision, with coaching responsibilities, with student activities, or maintenance and facilities work projects. The responsibility for everyday maintenance of the schools and grounds rests with the District's classified employees. The Board of Education nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, District standards, do not increase maintenance workloads, and comply with employee commitments and labor contracts. Volunteers shall not be used to supplant certificated staff in performing teaching responsibilities or in place of regularly authorized classified employees. Certain volunteer activities may require specific certification in accordance with legislative requirements.



School Volunteers

Pomona Unified School District has established a Volunteer Program designed to help parents and other community volunteers become involved on District campuses on a routine or occasional basis. Education is a team effort, and volunteers are a very critical part of the school team. The purposes of the volunteer program are to:

- enable parents and dedicated citizens of the community to assist students to fully develop academic skill and individual potential.
- increase the adult to student ratios on campus, symbolizing support for campus order.
- assist in establishing tolerance and appreciation for diversity.
- provide support for student activities and programs.

The goal of the Pomona Unified School District Volunteer Program is to enable parents and dedicated citizens in the community to assist educators and staff members in helping students develop academic and social skills necessary for a successful and productive future.

Three basic areas of assistance:

Students

- Motivate them to learn
- Help build their self-esteem
- Promote respect for others
- Assist them in advancing academic skills

Staff

- Support respect for authority and productivity in classroom
- Allow more time for planning and teaching
- Enrich the curriculum
- Provide support for activities and programs

School-Community Relations

- Increase opportunities for communication
- Increase tolerance and respect for diversity
- Increase safety and unity
- Increase community involvement
- Foster community leadership



Definition of a Volunteer

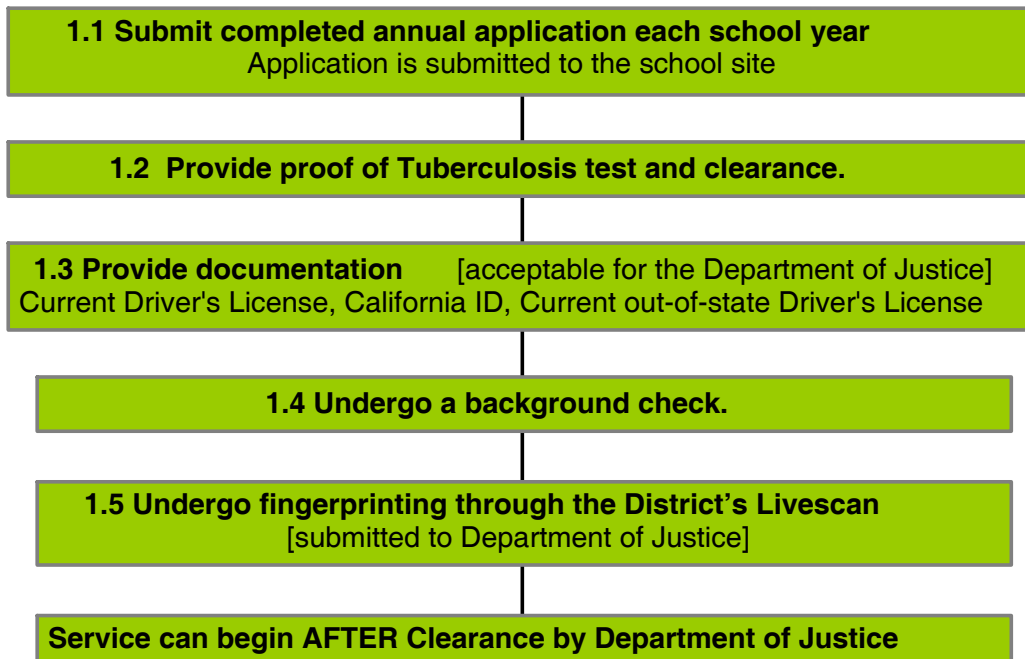
A volunteer is a person, 18 years or older (21 years or older for overnight activities), who with District authorization, voluntarily assists schools, educational programs, or students on a routine or occasional basis. A volunteer receives no monetary or any other compensation from the District. A volunteer may be a parent, District employee, or community member who submits an annual application to participate (Education Code 35020, 35021, 44814, 44815, 45343).

Categories of Volunteer Participation; Background Checks

In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation shall be classified into two categories: **Chaperone/Support Volunteers** and **Activity Supervisor Clearance Certificate Volunteers**. Prior to commencing services, these volunteers will be subject to clear background checks, fingerprinting clearances, and applicable certification requirements, as indicated below.

I. **Chaperone/Support Volunteers:**

Chaperone/Support Volunteers are CLASSROOM, or, ON OR OFF SITE VOLUNTEERS, SERVING ON CAMPUS OR AS A CHAPERONE/SUPPORT VOLUNTEER FOR AWAY ACTIVITIES INCLUDING FIELD TRIPS AND EXCURSIONS. Such volunteers may have occasional, non-scheduled, or frequent contact with students whether on or off campus, under supervision by certificated staff. Prior to commencing services, this category of volunteer is required to:



Volunteers for overnight field trips must be 21 years of age.



II. Activity Supervisor Clearance Certificate Volunteers:

Activity Supervisor Clearance Certificate Volunteers, SUPERVISE, DIRECT, OR COACH ACTIVITIES, AND MAY PERFORM ANY FUNCTION AS A CHAPERONE/SUPPORT VOLUNTEER, SUPERVISE STUDENTS FOR OVERNIGHT EVENTS AND FIELD TRIPS, and may perform on campus support, as well as have pre-scheduled, frequent and/or prolonged contact with students for events, activities, field trips or excursions as Activity Supervisor Clearance Certificate Volunteers. **Volunteers for overnight field trips must be 21 years of age.** Existing staff for the District, who work with pupils in a pupil activity program sponsored by a school district may be subject to requirements to acquire and maintain an Activity Supervisor Clearance Certificate.

Prior to commencing services, this category of volunteer is required to:



Volunteers for overnight field trips must be 21 years of age.



Clearance Process

Every volunteer must complete a Volunteer Application and submit it to the school site. Applications cannot be processed without **all** of the required documentation. Completed applications must be submitted to the school site. Once all information is submitted complete, it is sent to the Risk Management Department. Risk Management will verify completeness, obtain additional information if necessary, and record information for District records. The application with documentation will then be forwarded to School Security for review and background check completion. Upon completion of the background check, applications and with documentation are to be returned to Risk Management. Risk Management will notify the school site about the outcome of the background check. The school site will then notify the volunteer applicant so they can make an appointment to be fingerprinted through the ****Livescan** process.

***Tuberculosis Testing**

All volunteers are required to have negative TB test clearance, documented within 60 days of initial service and each 4 years thereafter (AR 1240). A volunteer can obtain a TB test privately from their family physician, the Health Department (if eligibility requirements are met), or from a local health clinic. If the PPD Tuberculin Test yields “positive” results, the volunteer will be required to have a Chest X-ray to determine clearance.

****Livescan (Fingerprinting)**

All Chaperone/Support and Activity Supervisor Clearance Certificate volunteers are required to have fingerprint clearance in addition to background check clearance. Fingerprints are obtained through a computerized “Livescan” method. The fingers do not need to be inked. The scanned fingerprints are sent to the State of California’s Department of Justice. Volunteers who have a criminal record shall not be cleared to volunteer with students in the Pomona Unified School District (Education Code 35021).

Livescan clearance is good on an ongoing basis indefinitely provided the volunteer maintains continuous consecutive (year to year) volunteer service evidenced by initial application followed by updated *renewal application* annually each school year, and fulfillment of any Activity Supervisor Clearance Certificate requirements under the authority of the Commission on Teacher Credentialing (CTC). A break in continuous service will require resubmission of the complete application and Livescan clearance process.

Fingerprinting is available by appointment only at the Pomona Unified School District, School Security Office located at the Education Center, 800 S. Garey Avenue, or as may be coordinated in cooperation with CTC requirements for the Activity Supervisor Clearance Certificate. Livescan appointments will be made only after the background check is completed. The fee for Livescan is based on the cost to the District and is payable at the time fingerprints are taken. Costs for Livescan fingerprint service for Activity Supervisor Clearance Certificate candidates will be dependent on the requirements set for acceptable clearance by the Commission on Teacher Credentialing.



GUIDELINES FOR VOLUNTEERS AT THE SCHOOL

- Submit a completed Emergency Card to the School Office Manager and update as personal information changes.
- Sign in and sign out each visit.
- Learn campus routine.
- Abide by the rules of the school and work cooperatively with the staff.
- Understand and accept the students in terms of their own backgrounds, values, and aspirations. These may be different from your own.
- Leave your own concerns and pressures at home.
- Never promise what you are not sure you can do.
- Be patient.
- Remember that your interest, support and enthusiasm may be the single most important part of campus improvements.
- Every student has an equal opportunity for an education regardless of race, color, creed, religion or language. Every student is entitled to a safe environment conducive to learning. Any special needs must be addressed. Pomona Unified School District encourages and supports all employees and volunteers to treat all students fairly and respectfully and in turn expect to be treated in a like manner. **EXAMPLES OF VOLUNTEER ACTIVITIES**

Classroom

- Participate in student observations and help students
- Assist with classroom and/or school projects

Chaperone

- Lunch time activities
- Field Trips
- After events and school activities

Campus Entrance

- Greet students and parents at front gate
- Give directions/campus tours to visitors and new students and parents



BEHAVIOR AND RESPONSIBILITIES OF VOLUNTEERS

While performing in your role as a Volunteer, you need to....

- Attend a school site orientation to your role as a volunteer
- Develop a partnership with the teacher you are assigned to
- Always report any suspected child abuse to the Principal/Designee immediately
- Dress according to PUSD dress code
- Become familiar with the bell schedule at your school
- Become familiar with the “Chain of Command”. (Each school has its own chain of command; find out what it is.)
- Use the school map to become familiar with the location of restrooms, playgrounds, parking areas, etc.
- Review the school’s emergency disaster procedures/plans
- Become familiar with the school handbook
- Abide by all applicable school rules and District policies and regulations

Students observe and learn from the behavior of the adults around them. Volunteers are expected to exhibit proper decorum, professional conduct, respect and kindness toward children and adults alike.

Volunteers serve at the discretion of the teacher or other supervisor and should not substitute their own personal judgment for that of the teacher or supervisor. For example, volunteers should not introduce new concepts, assign grades to students, or call a student’s parents.

Personal privacy and student safety are of paramount concern. Volunteers may *not*:

- leave students unsupervised
- give out information about any student; requests for student information should be referred to the school office
- place their hands on a student
- give any food or candy to a student
- loan or borrow money from any students
- hold student’s property
- talk to students about the volunteer’s personal life or personal business

Whenever you have questions, ask your supervisor, inform the teacher or principal.

At all times, the teacher or supervisor has the right to guide or terminate a volunteer’s service on campus. Volunteers who believe they have been treated unfairly may speak to the school principal or site administrator.

Responsibility For Students

PUSD and the Teacher maintain responsibility for students at all times. Volunteers should request assistance from school staff when needed. Volunteers must report any concerns related to students, or student behavior to the teacher and/or administrator.

Pomona Unified School District
VOLUNTEER APPLICATION

School Year 20___/___



Name of Applicant: _____
 Please Print

Address, City and State: _____

Date of Birth: _____ **Place of Birth (city/state):** _____

Height: _____ **Weight:** _____ **Sex:** _____ **Male** _____ **Female**

Hair Color: _____ **Eye Color:** _____ **Social Security# (for livescan):** _____

Driver License/ID#: _____ **Expiration Date:** _____

Home Phone: (____) _____ **Work Phone:** (____) _____

Cell Phone: (____) _____

Do you have a child or children currently enrolled at this school: _____ **Yes** _____ **No**

If yes, name(s): _____

_____ (____) _____ (____) _____
Emergency Contact Name **Daytime Phone** **Evening Phone**

Criminal History: Have you ever been convicted of a felony or misdemeanor (except for juvenile convictions)?
 _____ **Yes** _____ **No** *If yes, explain in full detail (add a additional pages as necessary):*

Date	City & State	Conviction(s) (Describe Fully)	Sentence

STATEMENT OF COMMITMENT AND RESPONSIBILITIES

- As a Volunteer on a Pomona Unified School District campus, I agree to:
- *Attend orientation or training sessions necessary for my assignment
 - *Keep school and student information confidential
 - *Abide by all school rules and Board regulations applicable to me
 - *Notify Principal/Designee in advance if I must be absent

I have received a copy of and have read the Pomona Unified School District Volunteer Handbook. I understand my responsibilities as a volunteer for the Pomona Unified School District. I further understand that I may be required to provide fingerprints and other personal information to the Pomona Unified School District and that a criminal background check may be conducted. I understand that my failure to disclose accurate and complete information is cause for rejection of my volunteer application.

Volunteer Signature

Date

Pomona Unified School District
VOLUNTEER APPLICATION



School Site Completes:

School Site: _____

Type of Volunteer Service: Chaperone/Support _____ *Activity Supervisor Certified _____

Name of Applicant: _____ District Employee: ___Yes ___No

TB Clearance Checked By: _____ Clearance Date: _____

Identification Verified By: _____ Expiration Date: _____

*Activity Certificate Verified By: _____ Expiration Date: _____

Interview completed with Principal/Designee: ___Yes ___No Date: _____

Day(s): _____ Hour(s): _____

Supervisor/Department: _____

Method of Payment for Livescan: _____ School _____ Volunteer

Account Number: _____

Principal/Department Head's Signature: _____ Date: _____

School Security Completes:

Background Check By: _____ Date: _____

Livescan Transaction:

Name of Operator Terminal No. Date

Transmitted to DOJ: _____

ATI Number: _____



Accounting Completes:

Amount Received: _____

Receipt Number: _____

Approved By: _____

Date: _____

Risk Management Completes:

Background Clearance Received: _____

DOJ Clearance Received: _____

***FBI Clearance Received (Activity Supervisor Clearance Certificate *ONLY*)** _____

Notification to Principal: _____

Pomona Unified School District
VOLUNTEER APPLICATION

School Year 20___/___



RENEWAL FORM

School Site: _____

Last Name: _____ First Name: _____

Address, _____ City _____ State: _____ Zip-code _____

_____ (____) _____ (____) _____
 Emergency Contact Name Daytime Phone Evening Phone

Answering the questions below and signing the form is mandatory.

- 1) Indicate the month and year that you last volunteered for PUSD: Mo./Year _____
- 2) Indicate which school site you are volunteering for: _____
- 3) Do you have a child or children currently enrolled at this school: ____ Yes ____ No
 3a) If yes, name(s): _____
- 4) What type of Volunteer Service did you provide? *(check one)*
 ____ Chaperone/Support ____ Activity Supervisor Clearance (ASCC Volunteer)
- 5) ____ Yes ____ No **Have you ever been convicted of a felony or a misdemeanor?**
This includes expunged offenses and deferred adjudications with or without prejudice of guilt

I understand as a “volunteer” on a Pomona Unified School District campus that I agree to attend orientation or training sessions necessary for my assignment. I agree to keep school and student information confidential, abide by all school rules and Board regulations applicable to me. I understand that my failure to disclose accurate and complete information is cause for rejection of my volunteer application and/or suspension of my volunteer activities.

Volunteer Signature _____ Date _____

School Site Completes:

- 1) ____ Yes ____ No **California Driver’s License or Identification Card current (attached)?**
- 2) ____ Yes ____ No **Activity Supervisor Clearance Certificate current (attached)?**
- 2) ____ Yes ____ No **District Employee?**

Principal/Department Head’s Signature: _____ Date: _____

Risk Management Completes:

- 1) ____ Yes ____ No **TB or Chest X-ray current?** **New TB Required:** _____
- 2) ____ Yes ____ No **Background Clearance current?** **Clearance Date:** _____
- 3) ____ Yes ____ No **DOJ Clearance current?** **Next Clearance Due:** _____

Risk Management Signature: _____ Date: _____