



Helendale Elementary School
Volunteer Handbook

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Dear Community Volunteer:

On behalf of the staff of Helendale Elementary, I would like to extend our appreciation for your dedication of improving the academic achievement of our students. Volunteers play an important and valuable role in our district. Students, teachers, staff, parents and the community benefit from the work of individuals like you who freely share their talents and resources.

This handbook is directed to all volunteers, parents/families, grandparents, college, high, or middle school students, retired persons, former teachers and administrators, persons from the business and faith communities, persons of every educational level - in short, to anyone wishing to devote a portion of his or her time to one of the most important resources in this community – our school. Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer. Whether you commit one hour a week, one day a week, or commit to the entire school year, your efforts make a difference for our students.

Volunteers help in many different ways such as: tutoring, cutting out projects, making teacher copies, field trip chaperones, and special projects. We cannot imagine what it would be like without your hard work and dedication. On behalf of the teachers, staff, and students, - "We appreciate all that you give to improve the quality of education for our students."

If we can ever be of assistance to you, please do not hesitate to give us a call at (760) 952-1204.

Sincerely,
Cindy Espinoza

Cindy Espinoza
Principal, Helendale Elementary School

Helendale Elementary School Volunteer Program Overview

Helendale Elementary School believes that volunteers contribute their time unselfishly on behalf of our students and staff. The vast majority of volunteer efforts are done quietly, behind the scenes, and without great fanfare. Many Volunteers currently work in a variety of capacities in the district. Volunteers include parents, business/community partners, faith based organizations, community members, the military, high school and college students, senior citizens and a variety of constituents with diverse economic, social, racial/ethnic, religious and educational backgrounds within the Helendale community.

Education is a team effort, and volunteers are a very critical part of the school team. Your involvement on our campus shows our students that you are concerned, that you value them as young adults, and that you want to help them succeed and be the best they can be.

It is our hope that this HES Volunteer Handbook will serve as a reference for our volunteers. These guidelines have been established to provide a highly effective “Volunteer” program that ensures a safe environment for you, the students and our staff members.

We are extremely appreciative of our community resources and thank you for providing your precious, individual talents, and expertise as a school volunteer.

Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit Helendale Elementary students. The volunteer participation may occur in a classroom setting during the school day 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, or visitor is considered a guest and they do not complete a volunteer application. School Board policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, or disability.

Qualities of an Effective Volunteer Opportunities include:

- Tutoring
- Teacher Assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (resource center) assistance
- School ~ Community organizations and committees such as site governance teams, foundations, School Site Council, ELAC, PTC and other related committees.

Requirements

All volunteers are required to complete a “District Volunteer Application Form”, be screened for tuberculosis and be fingerprinted through the FBI and DOJ. No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within 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 tuberculosis 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 felony conviction or requirement to register as a sex offender under California law (Penal Code 290).
- A completed Helendale Elementary 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

Volunteer Clearance Process

The Principal/SAM (or designee), in cooperation with HSD Personnel Department shall be responsible for verifying that the appropriate clearance processes (including a Tuberculosis testing cleared) have been performed **before** an individual can begin his/her volunteer service or assignment.

Fingerprints are obtained through a computerized “*Livescan*” method (fingers do not need to be inked). The scanned fingerprints are sent to the State of California’s Department of Justice and the Federal Bureau of Investigation.

School Volunteer Procedures/Checklist

Procedures for volunteers are as follows:

- Fill out district volunteer application form
- Provide a State Issued Driver’s License/ID Card
- Read and Sign Volunteer Agreement Form
- Read and Sign Volunteer Confidentiality Agreement
- Complete the application to be fingerprinted by the FBI/DOJ. The school has limited funds to pay for this service. If the fund has been depleted you may be required to pay at \$75 for this cost.
- Provide the School Site with a Tuberculosis Clearance Card. TB testing is done by your personal physician and at your cost.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or principal/SAM. Volunteers must comply with the sign-in procedures at the school site. Volunteers do not receive compensation or employee benefits except worker’s compensation as provided for in Labor Code Section 3364.5.

Procedures for Returning the Volunteer Application Packet

The completed Volunteer Application packet can be turned in to the school site where you want to volunteer. Please keep a copy of your TB Clearance for your records.

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).

The application to volunteer will remain on file for 7 years. After the seven years you will be required to complete a new application.

Guidelines for Volunteers

Students observe and learn from the behavior of the adults of the adults around them. Volunteers are expected to exhibit proper decorum, good manners, and respect and kindness towards children and adults, alike. Volunteers should not try to be a “peer or buddy” to students, children are best served when grown-ups behave as responsible adults.

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

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

- **Leave students unsupervised**
- **Give any 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 any student’s property**
- **Talk to students about the volunteer’s personal life.**

Whenever you have questions, please ask your supervisor.

At all times, the site administrator 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 for any conflict resolution. All volunteers serve at the pleasure of the site administrator.

HELENDALE ELEMENTARY
Volunteer Guidelines 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 in the district 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 on campus.
6. Volunteers will not lend money to and bring gifts to students unless authorized by the school principal or designee.
7. Volunteers will not transport students. Please do not put yourself in the position of being alone with any student in any vehicle.
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, change diapers, provide personal hygiene assistance, or supply medication to students.
11. Volunteers should not exchange telephone numbers, home addresses, email 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 body 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 district policy.
16. Volunteers will not search students or student property.
17. 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.
18. Volunteers must report suspected cases of abuse or neglect to the school administrator or professional staff.
19. The school administrator or designee will provide appropriate training for all volunteers.

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

Date: _____ Volunteer Signature: _____

Helendale Elementary Volunteer Application
(Please print)

SCHOOL/Facility _____

Name: _____

Last First Maiden Name/Other names used

Residence Address: _____

Street City State Zip

Home Telephone: (_____) _____ Work Telephone: (_____) _____ E-mail
Address: _____

Emergency Contact Telephone: (_____) _____

Message Telephone: (_____) _____

Date of Birth: ____/____/____

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

Length of Residence in San Bernardino:
(years) _____ (months) _____

Previous Address: (If less than five (5) years) _____

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

Relationship to any students(s) / Staff member(s) at school: _____

Name of Languages Spoken: _____

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

_____."

Do you have any convictions within the last three (3) years: 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 the Helendale Elementary to complete a background check as a condition of school volunteer service, as provided by California Education Code: 45125.5

Signature: _____ Date: _____

THIS FORM MUST BE COMPLETED AND TURNED IN WITH THE FBI/DOJ FINGERPRINT FORM TO THE SCHOOL SECRETARY.

Volunteer Confidentiality Agreement

All student information should be treated confidentially. 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 and to protect you from violating the law. Although the student is free to share confidential information with you, there are certain things that you are required by law to tell the campus 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 administrator. Note on your calendar when this information was reported and to whom it was given. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities. If you have questions, please ask an administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

I understand that in the course of my volunteer time with the Helendale Elementary School, I may become aware of confidential information about specific students. This information may include such information as students' academic performance, behavior, disabilities and related manners. I understand and agree that I will not disclose such confidential information except to school employees who have a need to know.

Date: _____ Volunteer Signature: _____

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or principal/SAM. Volunteers must comply with the sign-in procedures at the school site. Volunteers do not receive compensation or employee benefits except worker's compensation as provided for in Labor Code Section 3364.5.