



Dear Volunteer,

Welcome to Summit Public Schools! On behalf of Summit Public Schools, I would like to extend our appreciation for your dedication and support to our school and our mission of improving the academic achievement of our students. 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 to all volunteers who wish to devote a portion of their 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. This packet includes:

- Definition of Volunteers, Volunteer Opportunities
- Volunteer Requirements
- Suggestions for Making Your Volunteer Experience Successful
- Volunteer Information and Agreement
- Volunteer Code of Conduct
- Overview of TB Test and Background Check
- Confidentiality Agreement

Volunteers help in many different ways: tutoring, classroom assistants, office assistants, field trip chaperones, team sports, and special projects. We appreciate your hard work and dedication. On behalf of the teachers, faculty, and students, we say "Thank You!"

Any document submission should be sent to our Human Resources team at hr@summitps.org and, if applicable, to your school's Dean of Operations.

If we can ever be of assistance to you, please do not hesitate to contact us at hr@summitps.org.

Thank you for your support,

Keisha N. Jackson
Director of Human Resources | Summit Public Schools

DEFINITION OF VOLUNTEERS

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's 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 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 OPPORTUNITIES

- Tutoring
- Mentoring
- Athletics coaching
- School/classroom events like camping trip, college trip and field trips
- Classroom assistance
- Main office assistance
- Yard/outside supervision

VOLUNTEER REQUIREMENTS

All volunteers are required to complete a "School Volunteer Application Form." Volunteers may be subject to a criminal background/fingerprint check. No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of a TB Risk Assessment with the past 60 days (to determine that he/she is free of active tuberculosis in compliance with CA Education Code section 49406. Volunteers who are found to be free of infectious TB shall thereafter be required to have a TB Risk Assessment every four years.

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

- 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)
- Live Scan fingerprinting, with clearance from Department of Justice
- A completed "School Volunteer Application Form" on file.
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test)
- Positive attitude; interest in and enthusiasm for working with children
- Ability to work cooperatively with school personnel and participate regularly
- Good communication skills, health, and personal hygiene; ethical conduct; dependability.

SUGGESTIONS FOR MAKING YOUR VOLUNTEER EXPERIENCE SUCCESSFUL

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

1. Meet with the teacher/staff member before you start. Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Some have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis. Ask questions if you are unclear about something and keep communication open
2. Get to know the school grounds. Know the location of the office, restrooms, etc.
3. If you are volunteering in a classroom, spend some time observing the class. Become familiar with classroom routines and identify the location of supplies and materials within the classroom.
4. If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
5. Establish positive relationships with the students.
 - a. Be friendly; let them know you are glad to be here!
 - b. Be encouraging to students.
6. If you are experiencing some problems with your placement or 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 School Leader.
7. When the teacher/staff member first orients you, the following should be discussed:
 - a. Days and time to work in classrooms/on campus
 - b. Procedures for you and staff member to be in communication
 - c. What name the students will call you
 - d. Teachers' own classroom management
 - e. Where to leave your personal belongings
8. Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
9. 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 on campus.
10. Remember that you are a role model for students and the school community.

11. 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.
12. Learn the names of students.
13. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on task in a tactful manner.
14. Work at the students' level; sit or stand with them. Show your interest and involvement.
15. Speak in a positive manner to students; point out the things they have done right and the things they do well.
16. Remind students of appropriate behavior if they are disruptive, but remember that corrective discipline is the responsibility of the teachers, counselors, and School Leader.

VOLUNTEER APPLICATION & AGREEMENT

Name: _____

Address: _____

Phone number: _____

Email address: _____

School where you are volunteering: _____

Relationship to any students or staff at the school: Yes ____ No ____

If yes, name(s): _____

Emergency contact information:

Name: _____ Relationship to you: _____

Address: _____

Home Phone: _____ Work Phone: _____

This Volunteer Agreement ("Agreement") is entered into by and between _____ ("the Volunteer") and Summit Public Schools ("SPS"), a California 501(c)(3) nonprofit public benefit corporation, operating/managing public charter schools in California.

SPS and Volunteer wish to enter into a relationship under the conditions set forth herein, and the parties hereby agree as follows:

1. SCOPE OF SERVICES

The scope of services to be provided by the Volunteer shall be determined as described in the Agreement between the Volunteer and the Director, _____.

2. COMPLIANCE WITH SCHOOL POLICIES

The Volunteer agrees to comply with all SPS policies and rules, specifically including relevant SPS policies and/or rules regarding the confidentiality of any pupil or personnel information and the SPS Code of Conduct, both included in this volunteer packet.

3. FINGERPRINTING/TB CLEARANCE

Prior to any service commencing by Volunteer, fingerprint clearance for Volunteer will be

acquired through submitting Volunteer's fingerprints to the California Department of Justice. Volunteer is also required to submit evidence from a licensed physician that he/she was found to be free from active tuberculosis. By signing below, volunteer authorizes SPS to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.5.

4. INJURY OR ILLNESS

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

5. VOLUNTEER COMPENSATION

Volunteers do not receive compensation, health benefits, or worker's compensation. Volunteers are not NOT compensated for their time or their effort, either by payment or by any other consideration. Volunteer will be not be treated, regarded or supervised an employee, in any way. Volunteer does not constitute a formal position with SPS, neither does it form any kind of agreement or understanding with the organization.

6. VOLUNTEER AT WILL

SPS may terminate the Volunteer's services at any time with or without cause or advance notice, at SPS's sole and unreviewable discretion. This Agreement is not an employment contract and is not intended to support or initiate an employment relationship.

7. VOLUNTEER WAIVER

I agree to waive all claims against the SPS and hold the SPS, 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 this volunteer activity.

Name: _____

Signature: _____ Date: _____

VOLUNTEER CODE OF CONDUCT

I, the Volunteer, agree and affirm the following:

- A. From arrival at any Summit site, I will sign in at the main office or designated sign-in area.
- B. I will follow all policies, procedures and other rules established by the school and all applicable laws.
- C. I shall wear or show a volunteer identification whenever required by SPS to do so.
- D. I will not smoke in any school facility or building or within 50' of a school building.
- E. I will not be in possession of or under the influence of alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.
- F. I will not use obscene or discriminatory language at school or at any school event.
- G. Only age-appropriate topics of discussions shall occur around students.
- H. I will not lend money and/or bring gifts to students, unless authorized by the school director or designee.
- I. I agree to never be alone with individual students without the authorization of teachers and/or school directors.
- J. I understand that it is a violation of school policy for any person engaged in the school, including volunteers, to inflict or cause to be inflicted corporal punishment upon a student, as described in California Education Code 49000-49001.
- K. I will report suspected cases of physical, sexual or other abuse or neglect to the school director.
- L. I will not dress/undress or provide personal hygiene assistance, or supply medication to students.
- M. I will use universal precautions to avoid contact with bodily fluids.
- N. I shall not solicit outside contact with students. Additionally, I will 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.
- O. To the extent I have any access to any confidential personnel or pupil information, including photographs or student information, I shall maintain strict confidentiality of such information outside of SPS and shall contact Summit's HR Representative if I have any questions regarding access, use or disclosure of personnel or pupil information.
- P. I will not photograph or videotape students unless authorized by the Director or designee.
- Q. I will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.

R. I will not search students or student property.

S. I will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.

T. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment to any SPS student and/or at any Summit site.

U. I understand the school will not be responsible for lost or damaged personal items brought to school by volunteers. Volunteers are discouraged from bringing valuables to the school.

Signature: _____ Date: _____

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.

1. The Volunteer has a duty to maintain the confidentiality of sensitive information that the Volunteer may encounter during his/her service to Summit. Such confidential information includes, but is not limited to:
 - Student records, such as students' names; parents'/guardians' names; home addresses; personal telephone numbers and/or email addresses; photographs; dates of birth; grade level; enrollment status; dates of attendance; social security numbers; medical information; disciplinary records; and grades;
 - Personnel records, such as employees' names; dates of hire; home addresses; personal telephone numbers and/or email addresses; dates of birth; social security numbers; medical information; disciplinary records; immigration documents; salaries; and driver's license numbers; and
 - Proprietary information concerning Summit's operations, business plans, trademarks, patents, and copyrights.
2. The Volunteer shall only access confidential information when it is necessary and when doing so is within the course and scope of the Volunteer's service to Summit.
3. If Volunteer uses any Summit computer which allows access to any confidential information, he or she will comply with all use policies, including logging off once finished and/or following any other security or operational protocols specified by Summit.
4. The Volunteer will immediately report any known security breaches or any activities if he or she suspects such breaches/activities may compromise the confidentiality of pupil or personnel.
5. The Volunteer shall not disclose any such information described above without the advance written consent of the Director of Human Resources or the Chief Data & Information Officer.
6. This Agreement in no way limits the Volunteer's right to access and/or disclose the Volunteer's own personnel records and/or the Volunteer's child's student records.
7. Violations of this Agreement by the Volunteer may lead to being dismissed from providing further service to Summit, as well as the Volunteer being subject to appropriate legal action to compensate Summit for any damages related to the Volunteer's breach of this Agreement and/or to compel the Volunteer to not violate this Agreement further.
8. If the Volunteer has any questions concerning SPS policies, what constitutes confidential

information, or is asked to release confidential information to a third party, he or she agrees to immediately inquire with an appropriate SPS official before taking any action.

I acknowledge that I have read, understand and agree to this statement of confidentiality.

Signature: _____ Date: _____

TUBERCULOSIS TEST & CRIMINAL BACKGROUND CHECK

The California Education Code requires that all individuals who work on-site with students must certify that they are **free of tuberculosis**. It also requires that those individuals must have undergone appropriate **criminal and other background checks**. If these are not provided by a new volunteer before the first day, SPS may not be able to permit that individual to begin service as planned.

TUBERCULOSIS CLEARANCE

Individuals regularly volunteering for SPS must provide an original or a high-quality copy of a negative TB test or TB questionnaire completed by a licensed health care provider. It is required to complete a test or assessment every 4 years thereafter.

There are TWO options to complete this requirement:

1) TB Test Guidance

- Go to your regular doctor or a local minute clinic for a routine TB test. The doctor will have a standard form they complete.

2) TB Questionnaire Guidance

- [TB Questionnaire Copy](#)
- [TB Questionnaire FAQ](#)

Once you complete one of the two steps above, submit your completed TB Clearance to your Dean of Operations and to Human Resources at hr@summitps.org.

CRIMINAL BACKGROUND CHECK/ LIVESCAN

Individuals regularly volunteering for SPS are responsible for applying for a criminal background check, through the 'Livescan' process, which takes their fingerprints and checks them against existing state and federal records.

- Please print and use the [SPS Request for Livescan](#). This is the form that you must use to complete your Livescan. It contains a special code that will ensure your results are sent only to Summit.

- Our recommendation is that you go to a UPS store to complete your Livescan. Call ahead to check on times and to ensure they have a Livescan administrator.
- Once the Livescan process has been completed, the results will be sent electronically to Summit's HR team, who will verify that the background check has been cleared.
- You may reimburse the fee (typically about \$35) for your Livescan service. Keep your receipt and complete this [form](#) to submit your reimbursement. Send copy of your SPS Request for LiveScan to hr@summitps.org.