



**VOLUNTEER HANDBOOK
2023/2024**

Welcome Letter

Dear School Volunteer:

On behalf of Chico Country Day School, 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 the 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.

Volunteers help in many different ways: classroom volunteers, field trip chaperones, transportation of students for off campus events and/or field trips, playground supervision, library assistants, special event support, sports coaches, and more. We appreciate your hard work and dedication. On behalf of the teachers, staff, and most importantly our students, we say "Thank You!"

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

Sincerely,

Stacy Ferguson

Office Manager/Volunteer Coordinator

530-895-2650 ext. 868

sferguson@chicocountryday.org

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, is considered a VISITOR and they do not need to complete the volunteer process. Campus visitors will not be left alone with students and will have direct supervision from school staff.** 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 include:

- Classroom Support/Assistance
- Field Trip Chaperones
- Driving/Transportation for field trips/off campus events
- Mentoring
- Yard Duty Supervision
- Athletic Coaching
- Non-classroom assistance (office, library, yard duty, etc.) assistance

VOLUNTEER REQUIREMENTS

Volunteers will be subject to a criminal background/fingerprint check for off campus events or on campus events when they will not be under the direct supervision of the teacher. No volunteer shall be assigned to provide supervision or instruction of students unless the applicant has submitted evidence of a negative TB test result or a TB Risk Assessment - 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:

- The annual volunteer forms (see checklist on next page)
- No record of a serious or violent felony conviction (pursuant to Ed Code 45122.1), or requirement to register as a sex offender, or with a history of child abuse under California law (Penal Code 290)
- Live Scan fingerprinting, with clearance from the Department of Justice
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test) - Valid for 4 years
- 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.

SCHOOL VOLUNTEER LEVELS/ PROCEDURES/CHECKLIST

There are 3 levels of Volunteering at CCDS:

Volunteering on campus. This includes working in the classroom or another area on campus. This level of volunteering requires the volunteer to always be under the direct supervision of a staff member and said volunteer shall not be left alone with students.

Chaperone for off campus events. Volunteers must complete all of the “on campus requirements” plus getting their LiveScan clearance through the Department of Justice due to the fact that they may be left alone with students.

Driving for off campus events. This will require all of the above requirements and also submitting their Driver’s License and Auto Insurance with the required minimum amount of coverage (\$100,000/300,000).

FOR ALL LEVELS OF VOLUNTEERING:

VOLUNTEERING ON CAMPUS:

- Signed Annual Volunteer Agreements
 - Statement of Confidentiality
 - Affidavit Confirming No Criminal Record
 - Study Trip Procedures
 - Health/Illness Agreement
 - Signed Volunteer Participation Informed Consent/Waiver & Release
 - Signed acknowledgement of the Volunteer Handbook

- Negative TB test result or TB Risk Assessment or Signed by a Health Care Provider

ADDITIONAL REQUIREMENTS TO CHAPERONE OFF CAMPUS EVENTS/FIELD TRIPS:

- Criminal Background check with Live Scan/Department of Justice

ADDITIONAL REQUIREMENT FOR DRIVING STUDENTS ON FIELD TRIPS:

- Annual Volunteer Driving Form (includes upload of CDL and current auto insurance policy with the minimum of \$100,000/300,000 bodily injury coverage)

SUGGESTIONS FOR MAKING YOUR VOLUNTEER EXPERIENCE SUCCESSFUL

The following are suggestions that should prove helpful in developing a successful partnership with Chico Country Day School students and staff.

- Get to know the school grounds
 - Know the location and phone number of the school office
 - Know the location of important rooms such as the office, restrooms, staff lounge, etc.
 - Find out where to park.
 - Keep communication open
 - Ask questions if you are unclear about something
- If you are volunteering in a classroom, spend some time observing the class
 - Become familiar with classroom routines
 - Identify the location of supplies and materials within the classroom.
- 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.
- Establish positive relationships with the students.
 - Be friendly; let them know you are glad to be here!
 - Be encouraging to students.
- 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 school administration.
- When the teacher/staff member first orients you, the following should be discussed:
 - Days and time to work in classrooms/on campus
 - Procedures for you and staff member to be in communication
 - Alternate plans for the days when the teacher or staff member is absent
 - How you will be told of the day's assignment (folder, note, etc.)
 - Teachers' own classroom management
 - Where to leave your personal belongings
- Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
- Sign in and out upon your arrival and departure in the main office.
- Wear your nametag or school badge throughout your stay on campus. This badge or name tag will help students, staff, and other volunteers recognize that you are a volunteer on campus and have signed in.
- Remember that you are a role model for students and the school community.
- 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.
- Learn the names of students.
- 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.
- Work at the student's level; sit or stand with him/her. Show your interest and involvement.
- Speak in a positive manner to students.
- Remember that corrective discipline is the responsibility of the teachers, counselors, and School Leader.

VOLUNTEER PARTICIPATION INFORMED CONSENT / WAIVER & RELEASE

I understand that I will not receive any compensation or salary, or any other health or retirement benefits, or workers' compensation insurance coverage during this volunteer assignment. I agree to waive all claims against Chico Country Day School and hold the school, 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.

In the event of illness or injury, I do hereby consent to whatever medical screening and/or care that is considered necessary in the best judgment of the attending physician, surgeon, or dentist.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or school administrator. Volunteers must comply with the sign-in/out procedures at the school site and other terms and conditions of this Volunteer Handbook.

Volunteers do not receive compensation, health benefits, or worker's compensation. Additionally, section 35330 of the California Education Code contains the following statement of immunity in favor of the school when students or volunteers are participating in field trips: "All persons volunteering or making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."

VOLUNTEER PARTICIPATION INFORMED CONSENT / WAIVER & RELEASE

In consideration of the acceptance of my voluntary participation in the above event/activity, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, against Chico Country Day School as a result of my participation as a volunteer.

This release is intended to discharge Chico Country Day School, their trustees, officers, employees and volunteers from and against any and all liability arising out of or connected in any way with my participation, even though that liability may arise out of negligence or carelessness on the part of the charter school mentioned above.

I understand that participation as a volunteer may include a great deal of physical activity. I further understand that accidents and injuries can arise out of this activity; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless Chico Country Day School and persons mentioned above.

It is further understood and agreed that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

Print Full Name: _____

Volunteer Signature: _____ Date: _____

VOLUNTEER GUIDELINES AGREEMENT

- Immediately upon arrival, I will sign in at the main office and wear a visitor sticker.
- Volunteers will follow all policies, procedures, and rules established by the school and all applicable laws.
- Volunteers cannot smoke in any school facility or building or within 50' of a school building.
- Volunteers must not be alone with students in unsupervised areas of the campus or activity.
- Volunteers will not photograph or videotape students unless authorized by staff.
- Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
- Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
- Volunteers will not search students or student property.
- Volunteers will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
- Volunteers will make themselves familiar with and agree to follow the school's emergency procedures.
- Volunteers will not direct a student to remove an 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.
- Volunteers must report suspected cases of abuse or neglect to the school administrator.
- Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer. You are discouraged from bringing valuables to the school.
- Volunteers understand that the school reserves the right to decline their volunteer services at any time.
- Volunteers shall not be in possession or under the influence of any medication or substance that produces physical, mental, emotional, or behavioral impairment.
- Volunteers shall not be in possession of alcoholic beverages, illegal drugs, or firearms while serving in a volunteer capacity.
- Volunteers shall not use obscene or discriminatory language at school or at any school event.
- **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 principal.

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

Print Full Name: _____

Volunteer Signature: _____

Date: _____

VOLUNTEER CONFIDENTIALITY AGREEMENT

I understand that as a volunteer for Chico Country Day School (CCDS) I share the responsibility of maintaining the confidentiality of any student or employee information that I may have available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal. As a volunteer, I will work with the highest standards, committed to the idea that my work will benefit CCDS students. I promise to be a volunteer with an attitude of open-mindedness and a willingness to be trained. I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any students. Any breach of confidentiality will be carefully reviewed and if substantiated, could result in termination as a volunteer with CCDS and may result in legal action. I acknowledge that I have read and understand this statement of confidentiality.

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. 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 only to the respective classroom teacher or principal/school leader.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with others unless so directed by the assigned teacher or principal/school leader.
- 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 including state and federal law.
- 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 principal. 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 principal.
- 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 a statement of confidentiality.

Volunteer Statement:

I understand that in the course of my association with Chico Country Day 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 Name: _____

Volunteer Signature: _____ Date: _____

ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER HANDBOOK

My signature below confirms that I have received a copy of the Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of Chico Country Day School. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

Volunteer Signature: _____ Date: _____