



## **Volunteer Handbook & Application**

Dear School Volunteer:

On behalf of Journey School, I would like to extend our appreciation for your dedication and support to our school and our mission. I invite you to read this handbook about your role in the school community.

Volunteers play an important and valuable role at our school. In fact, the school was started by a group of committed parent volunteers and teachers who believed they could offer a distinct educational alternative by using Waldorf educational methods in a public school setting. Students, teachers, staff, parents and the community all benefit from the volunteer efforts of individuals like you who give of your time and talents. We know that you will benefit from this experience as well.

Each family is encouraged to volunteer an average of five (5) hours per month or fifty (50) hours over the course of a school year. This handbook is directed at all volunteers who wish to devote a portion of his or her 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 roles: as tutors, classroom assistants, playground supervisors, class library assistants, office assistants, field trip chaperones, site maintenance and beautification, hospitality groups, and special project team members. We appreciate your hard work and dedication. On behalf of the teachers, staff, and students, we say “Thank You!”

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

Sincerely,

Gavin Keller  
Executive Director

## Definition of Volunteers

Volunteers are individuals who donate their time, without financial compensation, to benefit the school community. Volunteer participation may occur in a classroom setting during the school day, outside the classroom on the school campus, or outside the school setting as part of an extracurricular activity. *A person who comes to the school for a one-time special event in the role of a guest speaker, presenter, observer, or visitor is considered a guest and does not need to complete a volunteer application.* School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, gender, sexual orientation, religion, age, disability, or any other protected status as defined by federal, state or local law.

Volunteers do not receive compensation or employee benefits from Journey School, except worker's compensation as provided for non-professional volunteers in Labor Code Section 3364.5

## Volunteer Opportunities include:

- Tutoring
- Mentoring
- Athletics
- Classroom assistance
- School/classroom events and field trips
- Before/After-school programs
- Non-classroom (main office, development office, etc.) assistance
- Playground supervision
- Site maintenance and beautification
- Hospitality
- Special projects
- Fundraising
- Committees/working groups

As a public school, we must screen school volunteers.

## Screening Requirements for ALL volunteers

- Complete and submit for approval the Journey Volunteer Application
- Present or provide copy of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Be checked by designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>).
- If performing volunteer work, sign in/out of the kiosk in the front office.
- Display the volunteer sticker received from the kiosk when volunteering or visiting.
- The school reserves the right to ask all Volunteers with direct student contact, even if supervised, to get TB clearance. Upon request, such volunteers must present a Tuberculosis clearance card. (Valid for 4 years.)

## Further Screening Requirements for Field Trip Chaperones and Drivers

- Be fingerprinted by taking a completed Request for [Livescan form](#) to any DOJ-approved [Livescan location](#) with photo I.D. and payment. (In cases of financial hardship, Journey may subsidize the "rolling fee" of Livescan fingerprinting. Inquire at the school office.)
- This process may take one to two weeks; call or email Journey to ensure your fingerprints have been processed and you have received clearance.
- Proof of current automobile insurance is required for field trip carpool drivers

\* Fingerprint clearance will be kept on file at the school office and valid for ten (10) years with the intent being that a Journey volunteer will have one fingerprint clearance that is valid during his/her student's K-8 educational years.

\*\* Livescan is a system for the electronic submission of applicant fingerprints and the subsequent automated background check and response. Livescan technology replaces the process of recording an individual's fingerprint patterns manually through a rolling process using ink and a standard fingerprint card. Fingerprints can be digitized through an electronic process, enabling the electronic transfer of the fingerprint image data, in combination with personal descriptor information, to central computers at the Department of Justice (DOJ). This transfer of information takes place in a matter of seconds, instead of the days required to send hard copy fingerprint cards via the U.S. mail. The applicant visits an Applicant Live Scan satellite location where fingerprint images and related data are electronically transmitted to the DOJ.

## Covid-19 Requirements

- Volunteers showing symptoms consistent with Covid-19 infection will not be allowed on campus.
- Volunteers with a known exposure to an individual confirmed to have Covid-19 will not be allowed on campus.

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

- Complete all screening requirements
- 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)
- When requested, Tuberculosis (TB) Clearance (for volunteers with any student contact)
- Positive attitude and ability to work cooperatively with school personnel
- Good communication skills, moral character, dependability, and health

The school reserves the right to restrict or disallow any person from volunteering or visiting the school campus. If the Executive Director finds reasonable cause to believe that any person has disrupted or intends to interfere with the orderly and peaceful operation of the school campus, or if a person's presence disrupts the school or its pupils, s/he may direct the disruptive person to leave the campus and notify such person that consent to remain on campus has been withdrawn. (California Penal Code Sections 626.4, 626.7, and 626.8)

## Volunteer Guidelines

1. Be punctual. If unavoidably absent, please notify the teacher or staff member as soon as possible.
2. **Sign in and out of the kiosk in the front office/reception upon your arrival and departure.**
3. 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 or visitor.
4. Get to know the school grounds.
  - a. Know the location and phone number of the school office.
  - b. Know the location of important rooms such as the office, restrooms, staff lounge, etc.
5. Classroom Volunteers: Spend some time observing the class so that you can become familiar with classroom routines and find the location of supplies and materials within the classroom. Ask the teacher questions if you are unclear about anything.
6. Playground Volunteers: Spend some time observing students. A staff member will inform you of playground expectations. If you are unsure, ask a staff member.
7. No electronic listening or recording device, including video, may be used in a classroom without the teacher AND Executive Director's permission. (Education Code 51512.)
8. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws, including Covid-19 safety protocols.
9. No smoking or vaping in any school facility or building or within 50 feet of a school building.
10. Volunteers will not transport students unless they have been given express permission to do so by the Executive Director and have provided the appropriate insurance verification and filled out the appropriate forms.
11. Volunteers may not be alone with any student, other than their own child(ren), in any vehicle. There must be at least two students in any vehicle driven by a volunteer.
12. Volunteers will not have access to student educational records.
13. Volunteers will sign a confidentiality agreement. All things that are seen and heard at school about employees or children and their families should be considered privileged information. If you are concerned about information that you observe or hear while on campus, please discuss any concerns you may have with the Executive Director.
14. Volunteers may not photograph or videotape students unless authorized by the Executive Director or designee.
15. Volunteers may not dress, provide personal hygiene assistance, supply medication or administer medication to students.
16. Volunteers should 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.

17. Volunteers must use universal precautions to avoid contact with bodily fluids.
18. Volunteers should use only adult designated restrooms.
19. Volunteers can monitor student behavior; however, if a situation is serious, the volunteer should seek immediate assistance from school personnel.
20. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
21. Volunteers may not search students or student property.
22. Volunteers must make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly.
23. Volunteers should become familiar with and agree to follow the school's evacuation and lockdown procedures.
24. Volunteers may 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.
25. Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer.
26. Volunteers understand that the school reserves the right to decline their volunteer services at any time.
27. Volunteers may not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms or other weapons while serving in a volunteer capacity.
28. **Volunteers must report suspected cases of child abuse or neglect to the Executive Director or professional staff, who are mandated reporters. (Penal Code Section 11165.7).**

### **Suggestions for a Successful Volunteer Experience**

1. Remember that you are a role model for students and the school community.
2. Establish positive relationships with the students. Be friendly; let them know you are glad to be here! Be encouraging to students.
3. Learn the names of students as soon as possible.
4. Help students tackle their work but do not do their work for them. If they get off-track, help them get back on-track in a tactful manner.
5. Work at the student's level. If the child is sitting, sit with them. Show your interest and involvement.
6. Speak in a positive manner to students; point out the things they have done right and the things they do well.
7. Remind students of appropriate behavior if they are disruptive. Remember though that corrective discipline is the responsibility of the teachers, counselors, and the administration.
8. 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.
9. If you are experiencing a problem with your placement, 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 Executive Director.

### **Confidentiality while volunteering**

#### **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 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 to the respective classroom teacher or Executive Director.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- 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.
- 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 Executive Director. 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 Executive Director.

- 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 the statement of confidentiality found on page 2 of the Journey Volunteer Application.

## **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 Executive Director.

**While all student information should be treated confidentially** and 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. Although the student is free to share confidential information with you, there are certain things you are required by law to tell the Executive Director or other school 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 Executive Director or another administrator. Remember, the information is extremely personal and capable of damaging lives, so do not share it with anyone (including other school staff members) except the Executive Director, school administrator or other appropriate authorities. If you have questions, please ask the Executive Director or school administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

# Journey School Volunteer Application (page 1 of 2)

(Please type or print)

Name: \_\_\_\_\_  
Used Last First Middle Maiden Name/Other Names

Residence Address: \_\_\_\_\_  
Street City State Zip

Cell Telephone: (\_\_\_\_\_) \_\_\_\_\_ Work Telephone: (\_\_\_\_\_) \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's License: Yes ( ) No ( ) State: \_\_\_\_

Length of residence in Orange County? (If other county, please list county name also) \_\_\_\_\_

Previous Address (If less than 5 years): \_\_\_\_\_

Physical Limitations: Yes ( ) No ( ) Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to any student(s) or staff members at school? Yes ( ) No ( ) Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Languages spoken: \_\_\_\_\_

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

Do you have any felony convictions: 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 Journey School to complete a background check as a condition of school volunteer service.  
I understand that I will not receive any compensation or salary and/or any other benefits from Journey during this assignment except Workers' Compensation insurance coverage as permitted by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach to this application or:

- Provide a copy of valid state issued driver's license/ID Card

**Volunteers must comply with the sign-in procedures at the school site**

Volunteers do not receive compensation or employee benefits from Journey School, except worker's compensation as provided for non-professional volunteers in Labor Code Section 3364.5

\*\*\*\*\*APPLICATION CONTINUED ON NEXT PAGE\*\*\*\*\*

## Journey School Volunteer Application (page 2 of 2)

### Volunteer Statement and Agreement

Volunteer Confidentiality Agreement and Volunteer Guidelines:

I, \_\_\_\_\_, acknowledge that I have read and understand the Volunteer Confidentiality Agreement and Volunteer Guidelines contained in the Journey School Volunteer Handbook, which is found on the school's website at: <http://www.journeyschool.net/volunteer-handbook-and-application/>.

I understand that in the course of my association with Journey 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 am also expected to abide by the school's guidelines governing my volunteer work.

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 or the Volunteer Guidelines 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 understand and agree that, as a non-professional volunteer, I must report suspected cases of child abuse or neglect to the school administrator or professional staff, who are mandated reporters. (Penal Code Section 11165.7).**

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_