

**San Bernardino City Unified School District**

Family Resource Center  
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# **Volunteer Handbook**

**“Bridging the Gap between our Community and Schools”**

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Dear Community Volunteer:

On behalf of the staff of San Bernardino City Unified School District, 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. We also know that as a volunteer, you, too, will be rewarded.

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 schools. 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, classroom assistants, playground supervision, library assistants, office assistants, field trip chaperones, team sports, and special projects. We can not imagine what it would be 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 (909) 880-4057.

Sincerely,



Marcelino "Mars" Serna  
Family Involvement Officer

## **San Bernardino City Unified School District Volunteer Program Overview**

San Bernardino City Unified School District believes that volunteers contribute of 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 San Bernardino community. While the San Bernardino City Unified School District Volunteer Program is coordinated at the district level, it is essentially school-based. Principals appoint school-level volunteer coordinators each year. The Family Resource Center provides the structure and materials needed for operating an organized program and provides assistance and training in areas of recruitment, record keeping, orientation and training of staff and volunteers, recognition, public relations, and program evaluation. The Family Resource Center promotes and facilitates parent and community involvement in education and provides recognition for volunteers and partners.

### **Role of the School-Level Volunteer Coordinator**

The School-Level Volunteer Coordinator (SLVC) is the key link to a successful community involvement program. The following is a brief description of the common duties of a SLVC. Duties may vary from school to school based on the needs of the students and teachers.

#### **Typical Duties**

- Conferring with school principal to determine school policies, procedures, and goals for the utilization of school volunteers and business partners.
- Conducting a faculty orientation on utilizing school volunteers and business partners.
- Determining teacher and staff volunteer/resource needs.
- Recruiting volunteers/partners to meet identified needs.
- Interviewing volunteers in order to determine placement.
- Screening volunteers by checking applications and submitting volunteer applications to School Police.
- Offering orientation sessions to new volunteers.
- Maintaining volunteer/partner records, adding volunteer hours, and sending copies of both to the Family Resource Center office monthly.
- Completing Outstanding School Volunteer nominations.
- Organizing and providing volunteer appreciation events.
- Maintaining community involvement through constant communication with volunteers, partners, and school staff.
- Evaluating the success of the volunteer/partnership programs and completing any end-of-year reports.

### **Definition of Volunteers**

Volunteers are individuals who donate their time, without financial compensation, to benefit San Bernardino City Unified School District 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
- Mentoring
- Athletics
- Classroom Assistance
- School/classroom events like career fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library/media center, etc.) assistance
- Panelist for senior exhibitions and/or student portfolios
- School/Community organizations and committees such as site governance teams, foundations, PTA/PTO, School Site Councils, ELAC's, AAPAC's, CAC's, GATE and other related committees.

### **Volunteer Requirements**

All volunteers are required to complete a "District Volunteer Application Form" and be screened for tuberculosis and depending on the volunteer assignment, may be subject to criminal history check and in some cases, fingerprinting. 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 San Bernardino Unified School District 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
- Good communication skills, moral character, dependability, health and personal hygiene

# School Volunteer Procedures/Checklist

Procedures for volunteers are as follows:

- Fill Out District Volunteer Application Form
- Provide a Valid State Issued Drivers License/ID Card or Social Security Card
- Read and Sign Volunteer Agreement Form
- Read and Sign Volunteer Confidentiality Agreement
- Agree and provide a Criminal History Report: You may go to SBCUSD, School Police at 536 W. Baseline Ave., San Bernardino, CA (909) 388-6030. There is no cost for this, but the process takes approximately 4 to 6 weeks. If you have a time sensitive event or you want to expedite the process, you will need to provide SBCUSD-District Police with a copy of your Criminal arrest record for the County of San Bernardino. This document can be purchased at the San Bernardino Sheriff's Department located at 655 East 3<sup>rd</sup> Street. The cost is \$20 for the certified document. You may call their office at (909) 387-3545 to make an appointment. Once you have purchased your arrest record, you will need to bring it, picture ID and your volunteer application to our station located at 536 W. Baseline Avenue. Our Chief will review any violations/offenses and approve or disapprove the application at his discretion. An e-mail with all results decisions will be sent to the principal at the school site
- Provide a Tuberculosis Clearance Card. TB Testing is done at the San Bernardino City Unified School District, Health Services Department at 1535 W. Highland Avenue, Room 11, San Bernardino, CA 92411. The following is a schedule for testing and reading:

Tuesday	2:00 p.m. – 4:00 p.m.	TB Skin Test Administration (to be given)
Thursday	2:00 p.m. – 4:00 p.m.	TB Skin Test Reading (reading of results)

- For more information, you can call (909) 880-6839. You may also get a TB Clearance from your private physician.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or principal/vice principal. 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.



## **San Bernardino City Unified School District Volunteer Program Volunteer Guidelines**

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 can not smoke in any SBCUSD facility.
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, 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.
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: \_\_\_\_\_

### **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 San Bernardino City Unified School District, 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: \_\_\_\_\_

## **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)

All returning volunteers shall complete a new application each school year and will need to renew a criminal history check with District Police. Under certain conditions, applicants may be asked by District Police to pay \$20.00 to San Bernardino County Sheriff's Office for an expanded criminal history check.

### **Board of Education**

Dr. Barbara Flores, President  
Mr. Michael J. Gallo, Vice President

### **Board Members**

Mrs. Margaret Hill  
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Mrs. Lynda K. Savage  
Mr. Danny Tillman

### **Superintendent**

Dale Marsden, Ed.D.