

## *School Volunteer Guide*



Adopted by the Board of Directors  
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**Almond Acres Charter Academy**  
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## *Table of Contents*

### *Section 1- Welcome*

- A. Welcome Letter

### *Section 2- Volunteers*

- A. Definition of Volunteers
- B. Volunteer Opportunities
- C. Volunteer Requirements
- D. Suggestions for Making Your Volunteer Experience Successful

### *Section 3- Volunteer Procedures & Checklist*

- A. School Volunteer Procedures & Checklist
- B. Volunteer Application Form
- C. Volunteer Guidelines and Agreement Form
- D. Volunteer Dress Code Form
- E. Volunteer Personal Auto Use Form
- F. Live Scan Fingerprint Form



## *Section 1 - Welcome*

Dear School Volunteer,

I would like to extend our appreciation for your dedication and support to our school and our mission to improve the academic achievement of our students. Volunteers play an essential role at our school. They are grateful to give up their time, energy, and talents to make AACA a better place. We know you will benefit from this experience.

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 ensure you are an informed volunteer.

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

If I can ever assist you, please do not hesitate to contact me.

Sincerely,

Jeff Cadwallader  
Executive Director  
Almond Acres Charter Academy



## ***Section 2 - Volunteers***

### **A. Definition of Volunteers**

Volunteers 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 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 does not complete a volunteer application.* School policy prohibits discrimination based on race, color, national origin, creed, marital status, sex, religion, age, disability, or other protected status defined by federal, state, or local law.

### **B. Volunteer Opportunities include:**

- Tutoring
- Mentoring
- Athletics
- Classroom assistance
- School/classroom events like science fairs and field trips
- Before/After-school programs
- Non-classroom (main office, library, etc.) assistance
- Yard supervision
- Foodservice

### **C. 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 supervise or instruct students unless they have submitted evidence of a TB Risk Assessment within the past 60 days (to determine that they are free of active tuberculosis in compliance with CA Education Code section 49406). After that, volunteers who are found to be free of infectious TB shall 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 applicant has 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 the Department of Justice.
- A completed “School Volunteer Application Form” is on file.
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test).
- The applicant has a positive attitude, interest, and enthusiasm for working with children.
- Ability to work cooperatively with school personnel and participate regularly
- The applicant has good communication skills, health, personal hygiene, ethical conduct, and dependability.

### **D. Suggestions for Making Your Volunteer Experience Successful**

The following are suggestions that should prove helpful in developing a successful partnership with Almond Acres Charter Academy 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 as needed.
  - a. Ask questions if you need clarification on something.
  - b. Keep communication open.
2. 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.
  - c. Find out where to park.
3. If you volunteer in a classroom, observe the class.
  - a. Become familiar with classroom routines.
  - b. Identify the location of supplies and materials within the classroom.
4. If you volunteer on the playground, be well-informed of the supervision expectations and rules; if you need clarification, 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 problems with your placement or responsibilities, try to resolve them first with the teacher or staff member. Please contact the Executive Director or designee if you need more assistance.
7. When the teacher/staff member first orients you, You should discuss the following:
  - a. Days and time to work in classrooms/on campus
  - b. Procedures for you and staff members to be in communication
  - c. Alternate plans for the days when the teacher or staff member is absent
  - d. Where do you obtain your day's assignment? (folder, note, etc.)
  - e. What name will the students call you?
  - f. Teachers' classroom management
  - g. Where to leave your personal belongings
  - h. Know where the lounge and adult restrooms are located.
8. Be punctual. If you must be absent, please notify the teacher or staff member immediately.
9. Sign in and out upon arrival and departure in the main office.
10. Wear your name tag or school badge throughout your stay on campus. This badge or name tag will help students, staff, and other volunteers recognize you are a campus volunteer.
11. Remember that you are a role model for students and the school community.

12. Remember that a volunteer is not a teacher, teacher's aide, therapist, or counselor.
13. 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.
14. Learn the names of students.
15. 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 discreet manner.
16. Work at the student's level; sit or stand with them. Show your interest and involvement.
17. Speak positively to students; point out what they have done right and what they do well.
18. Remind students of appropriate behavior if disruptive, but remember that corrective discipline is the teacher's and school administration's responsibility.
19. Volunteering must be pre-arranged with your classroom teacher, staff member, or committee.
20. Attendance of siblings or other children is **not allowed** to ensure the volunteer can attend as appropriate and be focused on students and the tasks assigned.



## ***Section 3 - Volunteer Procedures & Checklist***

All volunteer work is done under the direction of an assigned teacher, office staff, or Parent Site Council (PSC) volunteer coordinator. Volunteers must comply with the sign-in/out procedures at the school site and other terms and conditions of this *School Volunteer Guide*.

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 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 because of the field trip or excursion."

REF: [Ed Code 35330](#)

All volunteers must read, sign, and return the following forms before volunteering in any school classroom activity or event. You can **download** and **sign** the documents below by clicking on the following references.

Applications, Agreements & Forms:

**A. School Volunteer Procedures & Checklist**

REF: [School Volunteer Procedures & Checklist Form](#)

**B. Volunteer Application Form**

REF: [Volunteer Application Form](#)

**C. Volunteer Guidelines and Agreement Form**

REF: [Volunteer Guidelines & Agreement Form](#)



**D. Volunteer Dress Code Form**

*REF: [Volunteer Dress Code Form](#)*

**E. Volunteer Personal Auto Use Form**

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**F. Live Scan Fingerprint Form**

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