

# Middletown Unified School District



## Volunteer Information Packet

20932 Big Canyon Road  
Middletown, CA 95461  
(707) 987-4100

Revised July 2017

# WELCOME

Middletown Unified School District thanks you for your interest in serving a volunteer. The time you spend volunteering with students can have a huge impact on their self-esteem, behavior, academic achievement, and social development.

Attached is an application to apply to be a volunteer. Those interested in serving as a volunteer driver are asked to also complete the additional driver forms. Please review all the information and complete the paperwork in its entirety and return it to the site Secretary or Administrator for processing.

## **Application Process (For all Volunteers):**

- 1) Review and complete Volunteer Application, obtain a TB test and return to Site Secretary.
- 2) Site Secretary/Administrator (or Athletic Director if you are volunteering in a coaching capacity) will review your application to determine the District's need for volunteer services and confirm your initial eligibility to volunteer.
- 3) Once you have completed the necessary steps and/or provided the required documentation, the Site Secretary/Administrator (or Athletic Director) will complete the processing of your application, and if everything is in order, will issue final approval of your application and submit it to the district office.
- 4) Once step 3 is completed you will then be able to obtain fingerprint forms from the district office.

## **If wanting to be a volunteer driver:**

### **1) Steps 1-4 above.**

### **2) If driving District vehicle:**

- a. Employee/Volunteer Driver Form (District Office)
- b. Copy of California Driver's License and Proof of Insurance.

### **3) If driving private vehicle:**

- a. Copy of Driver's License, copy of Insurance, copy of vehicle registration.
- b. Employee/Volunteer Driver Form (District Office)
- c. Vehicle Inspection form. Set up an appointment at bus barn for inspection (707) 987-4180.

# General Guidelines and Policies

The use of volunteers by Middletown Unified School District is focused on providing support for the educational process. All interaction between volunteers, students, and staff should be conducted in a safe, respectful, and professional manner. While every effort is made to place volunteers in the most suitable position available, sometimes a volunteer placement may not work out for the parties involved due to a variety of reasons. If for any reason the volunteer placement is not working out, the assignment may be ended or changed. The District has sole discretion regarding the initial assignment, changes or termination of volunteer placements.

The following guidelines are provided to ensure the safety and protection of everyone involved. Please review carefully and comply with all stated recommendations.

- When arriving for volunteer duties on any given day, always sign in on the Volunteer Log located in the school office and pick up your volunteer ID badge. **Volunteer ID badges must be worn at all times during the performance of volunteer duties.**
- When volunteer duties are completed on any given day or at the end of a specific event, always sign out on the Volunteer log and surrender the ID badge.
- If you are unable to participate in a scheduled volunteer activity, please contact the Site Secretary to let them know as soon as possible. This will allow them maximum opportunity to try and identify a suitable replacement if/as needed. This is especially important if the activity is one - such as a field trip - that is predicated on having a minimum number of adults present and may have to be cancelled or postponed if the District is unable to provide sufficient adult supervision.
- **All student information MUST be kept confidential.** Federal and state law prohibits school districts from releasing student information without parent/guardian permission. This includes all academic, medical, and personal information. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and Education Code 49060, et seq.
- Volunteers are expected to conduct themselves with discretion, tact, and diplomacy. Please do not make sexist, sexual, racial, or other biased or inflammatory comments, including sharing personal religious or political beliefs, with District staff or students. Gossip, innuendo, negative forms of communication, or destructive interaction is inappropriate and will not be tolerated.
- Respect the privacy of all District staff and refrain from discussing or sharing any District-, staff-, or student-related information with others. If you have concerns about students or staff, discuss only with appropriate District personnel.
- If you suspect that a child is or has been the victim of abuse, regardless of type (ie. physical, sexual, verbal), immediately report it to the school principal, counselor or other appropriate District staff.
- No alcohol, drugs, weapons, or use of tobacco products are allowed on District grounds or during participation in District activities even when not on District grounds.

- Wear appropriate attire, including shoes, for the type of activity in which you are volunteering.
- "Zero Tolerance" for the possession of any type of firearm, weapon or explosive on District premises.
- Do not use school equipment or supplies for personal purposes.

## **Guidelines for Safe and Effective Interaction with Students**

- Refrain from physical contact with students unless necessary for the student's health or safety. If you need to provide first aid, put on latex gloves to avoid exposure to blood borne pathogens and/or other potentially infectious materials. Contact the appropriate custodial staff to clean up any bodily fluids.
- Talk to and treat all students in the same manner. Showing favoritism is counterproductive at best and can be harmful to students in many ways.
- Maintain appropriate physical and emotional boundaries between yourself and the students.
- If you sense that a student may be developing an inappropriate personal interest in you, report the situation to the Site Administrator immediately.
- Limit communication with students (email, letters, discussions, etc.) to the instructional activity. Do not discuss family, friends, students, District employees, or any other subject that is not pertinent to the instructional activity.
- Do not provide your address or phone number to any student nor ask for theirs.
- Do not offer or agree to transport any student at any time, except when you have met District requirements and received District approval as a volunteer driver.
- Do not give gifts to students or accept gifts from students.
- Be a good listener. Let the students know they matter and that what they have to say is important.
- Encourage students to do their own thinking. Give them plenty of time to reason and think through situations or circumstances. Be patient as it may take them some time to formulate their thoughts before expressing them, either verbally or in writing. Be sure not to leave them hanging though if they are unable to reach or offer their conclusions.
- If students ask questions or ask for assistance and you do not know the answer or are unsure of how to proceed, be honest and let them know. Ask a District employee for help if needed.
- If you are wrong about something or make a mistake of some sort, acknowledge the error and/or apologize if necessary. It is important for children of all ages to know that no one is perfect and that it is important to be accountable for what you say/do, regardless of whether right or wrong.

- Be tactful, positive and constructive when encouraging students, especially when they are having difficulties. Complimenting their efforts, regardless of outcome, will help them remain positive and build confidence.
- Accept each student as they are. Correct a student's unacceptable or inappropriate behavior when needed without implying that the student is "bad."
- Respect students' privacy. If a student reveals personal information about themselves, regard it as confidential unless it is something that presents a danger to the student or to someone else. In that case, immediately advise the Site Administrator or other designated District staff. Respecting students' privacy also includes treating any information a District employee may reveal about a student as confidential.
- Take your commitment to volunteer seriously. The students enjoy your participation and will expect to see you during your regularly scheduled time. Please be sure to contact the Site Administrator or other designated District personnel to advise if you will be late or absent.
- A good sense of humor and an upbeat outlook can be contagious! Students are much more likely to respond in a positive manner themselves when they can tell that you genuinely enjoy your volunteer time with them.

**MIDDLETOWN UNIFIED SCHOOL DISTRICT**  
 Volunteer Application

20932 Big Canyon Road  
 Middletown, CA 95461  
 (707) 987-4100

VOLUNTEER INFORMATION										
Last Name		First		M.I.	Date					
Street Address							Apartment/Unit #			
City				State		ZIP				
Phone				E-mail Address						
Home #			Cell #							
Emergency Contact										
Do you currently have students in the district?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you previously volunteered before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Site Requested to Volunteer:										
REFERENCE										
Full Name				Relationship						
Company				Phone						

**Please read the below sections carefully and initial each section to confirm your understanding and agreement.**

\_\_\_\_\_ Pursuant to Penal Code 290.95, when applying or accepting a position as a volunteer, I am required to disclose to school officials if I am a registered sex offender pursuant to Penal Code 290. Failure to disclose this fact could result in arrest, prosecution, fine, and/or imprisonment. By signature below, I declare under penalty of perjury, that (1) I am not a registered sex offender, pursuant to Penal Code 290, and/or do not have any related offenses pursuant to Penal Code 290.95 that require disclosure to school officials, and/or (2) I have not suffered convictions for sex or drug related offenses or for crimes of violence, and that there are no criminal charges pending against me, and/or (3) I have disclosed all relevant information applicable to and/or required by sections (1) and (2) to the District.

\_\_\_\_\_ If, subsequent to approval of this application and/or commencement of participation in volunteer activities, I am convicted of any crime or offense pursuant to Penal Code 290.95, I must notify the Site Administrator immediately and understand that I cannot commence and/or continue participation in volunteer activities.

\_\_\_\_\_The District considers applicants for volunteer positions without regard to sex, race, age, religion, national origin, veteran or marital status, or any other legally protected status. The District may provide reasonable accommodation to qualified individuals with disabilities when it would not be an undue hardship.

\_\_\_\_\_I hereby waive liability against the District for checking criminal background and references, and against persons or organizations providing such references for any statements made in relation to my proposed volunteer work at the District.

\_\_\_\_\_I understand that I will not receive remuneration or other benefits as a result of participation in volunteer activities with the District except for workers' compensation insurance coverage as permitted by law.

I certify that the facts set forth in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discontinuation of participation in volunteer activities with the District.

Executed at \_\_\_\_\_, California on \_\_\_\_\_.  
(City) (month/day/year)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Site Secretary/Site Administrator/Athletic Director

\_\_\_\_\_  
Date

District Use Only:

Initial and indicate date each item completed.

	Date Completed:	Initials:
Application		
TB		
Fingerprint Scan		
Driver Paper/Insurance/DL (Vol Driver)		
Inspection Paper (Personal Vehicle)		
Approval letter		

Approved Volunteer:

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

\_\_\_\_\_  
Signature

Denied: \_\_\_\_\_