

**TVCS Alumni Community
Service Handbook &
Application**

2019- 2020

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Dear TVCS Alumni Students/Parents,

TVCS welcomes current high school students who formerly attended our school to volunteer on campus for the purpose of earning community service hours. As non-enrolled minors, there are forms that must be filled out by the student and parent/guardian and approved by TVCS Administration **PRIOR** to volunteering. Please read this handbook in its entirety to see all requirements and forms.

Please understand that due to the number of requests, TVCS staff may or may not be able to accept all requests. Do not assume that a former student can be dropped off and remain for the entire school day. There must be enough supervision and tasks available to accommodate all requests.

Again, we thank you for showing interest in earning community service hours at our school! We love the opportunity to hear about the successes being achieved in high school by our former students!

Alumni Volunteer Requirements

All items on the Alumni Volunteer Procedures/Checklist must be completed and submitted to the Resource Development Coordinator before being cleared to earn community service hours.

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

- Completion of the TVCS Alumni Community Service Application (required **each time** volunteering)
- Completion of the TVCS Alumni Community Service Agreement (required once per school year)
- Completion of Alumni Community Service Code of Conduct and Confidentiality Agreement (required once per school year)
- Raptor screening upon each school visit

It is very important to keep emergency contact information complete and up to date.

Suggestions for a Successful Alumni Volunteer Experience

The following are suggestions that should prove helpful in developing a successful partnership with our students and staff.

1. Maintain a positive attitude with students and staff.
2. Do not discipline students. Make teachers aware of any concerns you may have.
3. Always maintain confidentiality.

4. Become familiar with classroom routines.
5. Feel free to ask questions about programs, policies, materials, and supplies.
6. Be reliable. In the event that you signed up to volunteer and must be absent, please notify the teacher/staff member or Resource Development Coordinator as soon as possible.
7. Sign in and out on the Raptor Visitor Management System in the front office upon your arrival and departure.
8. Wear your volunteer badge throughout your stay on campus. This badge will help students, staff, and other volunteers recognize that you are a volunteer on campus.
9. If you are experiencing problems with your volunteer responsibilities or placement, speak to the supervising staff member or the Resource Development Coordinator.
10. Remember that you are a role model for students and the school community.

Alumni Community Service Application

(Please type or print - blue or black ink only)

TVCS Alumni Name: _____

Phone # _____

Parent Name _____

Parent Phone #: _____

Emergency Contact Name: _____

Emergency Contact Phone # _____

School/Organization I am earning Community Service hours for _____

Date I would like to volunteer: _____

Time I would like to volunteer: _____ to _____

Classroom/Activity I would like to volunteer with: _____

Relationship to any staff members at school? Yes () No () Explain: _____

Relationship to any students at school? Yes () No ()

If yes, please list the name and grade of each sibling: _____

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 the Temecula Valley Charter School and hold Temecula Valley Charter 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 my volunteer activity.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care and emergency transportation considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

Signature

Date

Parent Signature

Date

This form must be submitted to the Resource Development Coordinator EACH TIME an alumni student volunteers and at least 72 hours prior to volunteering to ensure there are volunteer needs/supervision at the requested time.

TVCS Alumni Community Service Agreement

This Agreement is entered into this _____ day of _____, 20__ by and between Temecula Valley Charter School, _____ (NAME OF PARENT/GUARDIAN) and _____ (NAME OF ALUMNI).

The effective dates for this Agreement are through the _____ school year.

Purpose:

The purpose of this Agreement is to establish a working relationship between the Parent/Guardian on behalf of the TVCS Alumni, the parties to this agreement and to set forth the operative conditions for Community Service volunteers at Temecula Valley Charter School, 35755 Abelia Street, Winchester, CA 92596.

_____ (NAME OF TVCS ALUMNI) has agreed to help Temecula Valley Charter School, located at 35755 Abelia Street, Winchester, CA 92596. By signing this Agreement, you, _____ (NAME OF PARENT/GUARDIAN), parent/guardian of _____ (NAME OF TVCS ALUMNI) understand that this activity involves a certain amount of risk that you have accepted on behalf of _____ (NAME OF TVCS ALUMNI), your child, to assume as your own. Further, you agree that your child will be allowed access to the Temecula Valley Charter School facility (hereafter the "RESTRICTED AREA") for the express purpose of Community Service volunteering. Please read this Agreement carefully. Your signature acknowledges that you have read, understood and agreed to the terms and conditions stated herein.

IN CONSIDERATION of _____ (NAME OF TVCS ALUMNI), being permitted to complete, observe, work for, or participate in any way in the ACTIVITY/SERVICE/EVENT(S) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited), EACH OF THE UNDERSIGNED, for himself, his personal representatives, heirs, and next of kin:

1. Acknowledges, agrees, and represents that he has or will immediately upon entering any of such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS which he/she enters, and he/she further agrees and warrants that, if at anytime, he is in or about RESTRICTED AREAS and he/she feels anything to be unsafe, he/she will immediately advise the officials of such and if necessary will leave the RESTRICTED AREAS and/or refuse to participate further in the ACTIVITY/SERVICE/EVENT(S).
2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Temecula Valley Charter School or any of its directors, officers, agents and employees who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or ACTIVITY/SERVICE/EVENT(S) and each of them, their directors, officers, agents and employees, all for the purpose herein referred to as "Releasees," FROM ALL LIABILITY TO THE UNDERSIGNED, his/her personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREOF ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO THE ACTIVITY/SERVICE/EVENT(S), WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST they may incur arising out of or related to the

ACTIVITY/SERVICE/EVENT(S) WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

4. HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the ACTIVITY/SERVICE/EVENT(S) whether caused by the NEGLIGENCE OF RELEASEES or otherwise.

5. HEREBY acknowledges that THE ACTIVITIES/SERVICES OF THE EVENT(S) ARE DANGEROUS and involve the risk of physical and emotional injury, including serious injury to the person and/or death and/or property damage. Each of THE UNDERSIGNED, also expressly acknowledges that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.

6. HEREBY agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasees, INCLUDING NEGLIGENT RESCUE OPERATIONS and is intended to be as broad and inclusive as is permitted by the laws of the State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I, ON BEHALF OF _____ (NAME OF TVCS ALUMNI), AS THEIR LEGAL PARENT/GUARDIAN, HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

This Agreement may be terminated by TVCS at any time.

Name of TVCS Alumni (please print and sign) Date

Name of Parent/Guardian (please print and sign) Date

Signature of Sponsor/Administrator Date

Signature of Executive Director/Principal Date

Alumni Volunteer Code of Conduct

1. Immediately upon arrival, volunteer will sign in at the Raptor Visitor Management System terminal in the school office.
2. Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so.
3. Volunteers will remain under staff supervision at all times.
4. Volunteers will follow all policies, procedures and other rules established by the school and all applicable laws.
5. Volunteers will follow the instructions of the staff they are volunteering for.
6. Volunteers must follow the appropriate dress code.
7. Volunteers must not be alone with students in unsupervised areas of the campus or activity location.
8. Volunteers will not have access to student educational records. All volunteers will sign a confidentiality agreement.
9. Volunteers will use only "adult" designated restrooms.
10. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy.
11. Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer. Volunteers are discouraged from bringing valuables to the school.
12. Volunteers understand that the school reserves the right to decline or revoke their volunteer services at any time.
13. Volunteers shall not be in possession of or under the influence of, alcoholic beverages and/or illegal drugs, or in possession of firearms while serving in a volunteer capacity.

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

Signature

Date

Alumni Volunteer Confidentiality Agreement

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 school leaders.
- 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 school leaders.
- 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 school leader. Direct all inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students to school leaders.
- 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.

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.

Volunteer Statement:

I, _____, understand that in the course of my association with Temecula Valley Charter 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.

I acknowledge that I have read and understand this statement of confidentiality.

Signature

Date

