



# Gateway Community Charters

## Volunteer Handbook

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## Welcome From the Superintendent

Welcome to Gateway Community Charters (GCC). As the Superintendent/CEO of the GCC, I am excited and proud to lead our dynamic charter school organization. Gateway Community Charters is a 501c3 nonprofit public benefit corporation that has been providing quality school choice options in the greater Sacramento region for sixteen years.

This year we are celebrating our sixteenth year in operation! We began our operations in 2003 in an innovative partnership with the former Grant Joint Union High School District. Gateway first opened Community Outreach Academy (COA) in 2003 with approx. 300 students in grades K – 10. Building on our initial success, we opened Futures High School in the fall of 2004, Community Collaborative Charter School (CCCS) in 2004 and Higher Learning Academy (HLA), and Sacramento Academic and Vocational Academy (SAVA) all in the fall of 2007. In June of 2012, we voluntarily closed the California Aerospace Academy. This fall we opened our first charter in partnership with the San Juan Unified School District – Gateway International School (GIS) bringing our current number of schools to six charters serving approximately 4,200 K-12 students. In August 2015 we opened our first charter in partnership with the Washington Unified School District - Empowering Possibilities International Charter (EPIC).

Each of our schools has a different and unique focus, from our Higher Learning Academy (a small core knowledge emphasis K-8<sup>th</sup> grade school) – to our CCCS which is a K – 12<sup>th</sup> grade independent study program serving primarily credit deficient and students “at – promise” in need of greater support and remediation...and on to COA (K-8<sup>th</sup> college preparatory focus with an emphasis for English Language Learners), and SAVA (a 7<sup>th</sup>-12<sup>th</sup> grade independent study program with an emphasis on careers and work force development). Our new school, GIS, opened in the Fall of 2013 with 400 K-8<sup>th</sup> grade students in an International Baccalaureate candidate school. We are pleased to offer these quality public school options in such different ways to best meet the unique and diverse needs of students in our communities. We are excited about the opportunity to prepare our students for the 21<sup>st</sup> Century through innovative quality schools.

We have an amazing team of teachers, principals, support staff, volunteers and board members who are all committed to the success of our students and schools.

Thank you for your interest in our organization and we hope you are as dedicated and committed as we all are to making a difference in our student’s lives.

I look forward to the opportunities and challenges of the coming year(s) and invite you to share your dreams, vision and concerns. Please feel free to contact me at [Cindy.Petersen@GCCCharters.org](mailto:Cindy.Petersen@GCCCharters.org) or (916) 286-5129.

Sincerely,

Dr. Cindy Petersen

Superintendent/CEO

# Volunteer Information

Gateway Community Charters (GCC) encourages and appreciates parents and community members who are willing to share their time by volunteering in our schools. Volunteers can play an important part in enriching the lives of our students.

GCC cares about our students and their safety and, therefore, has created volunteer procedures and requirements to keep the children safe. All volunteers must follow the volunteer procedures and requirements of GCC.

## **There are two levels of volunteers:**

### **Level 1**

Level 1 volunteers are those that are volunteering for a **one-time event**, such as a class party, organized event, field trip\*, etc. and will be under the **direct supervision**\* of a staff member at all times.

**\*Direct supervision** means that the volunteer will not be alone with students at any time during the volunteer period. The students are still under the direct care of the staff member.

Level 1 volunteers are required to complete a Volunteer Application and sign the Volunteer Oath. The Volunteer Application must be signed by the Principal and both documents must be forwarded to Human Resources for processing. Upon approval, HR will notify the school site of the volunteer's clearance.

Level 1 volunteers are not required to complete the fingerprint clearance or provide TB screening results; however, if the volunteer wishes to volunteer more than once, he/she will then be considered a Level 2 volunteer and will need to meet the appropriate requirements before continuing to volunteer.

### **Level 2**

Level 2 volunteers are **those that volunteer more than one time**, such as classroom volunteers, after-school program volunteers, coaches, tutors, etc.

Level 2 volunteers will be required to complete a fingerprint clearance and provide proof of a clear tuberculosis screening. TB Risk Assessment are valid for four years. If your TB clearance expires during your time as a volunteer, an updated TB clearance must be provided to continue as a volunteer for GCC.

***\*Please Note: Volunteers who drive students on a field trip must also complete the Volunteer Personal Automobile Use form and supply the required documentation, including a valid driver's license and proof of liability insurance, prior to the field trip.***

# **Volunteer Procedures & Requirements**

## **Definition of Volunteers**

Volunteers are individuals who 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 part of an extracurricular activity. School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state or local law.

## **Volunteer Requirements**

All volunteers are required to complete a Volunteer Application and any requirements depending on what level has been selected on the application.

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

- 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 fingerprints, with clearance from Department of Justice (level 2)
- A completed Volunteer Application on file
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test) (Level 2)
- Positive attitude; interest in and enthusiasm for working with children
- Ability to work cooperatively with school personnel and participate regularly
- Good communication skills, health, and personal hygiene; ethical conduct dependability

## **School Sites**

Community Collaborative Charter School (CCCS).....	(916) 286-5161
Community Outreach Academy-Elementary (COA ES).....	(916) 286-5199 x3005
Community Outreach Academy-Middle (COA MS).....	(916) 286-1908
Empowering Possibilities International Charter (EPIC).....	(916) 286-1960
Gateway Community Charters (GCC).....	(916) 286-5129
Gateway International School (GIS).....	(916) 286-1985
Higher Learning Academy (HLA).....	(916) 286-5183
Futures High School .....	(916) 286-1902
Sacramento Academic & Vocational Academy (SAVA).....	(916) 286-5199 x5320

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

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

- 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 on an as-needed basis
  - Ask questions if you are unclear about something
  - Keep communication open
- Get to know the school grounds
  - Know the location and phone number of the school office
  - Know the location of important rooms such as the office, restrooms, staff lounge, etc.
  - Find out where to park
- If you are volunteering in a classroom, spend some time observing the class
  - Become familiar with classroom routines
  - Identify the location of supplies and materials within the classroom
- If you are volunteering on the playground, be well-informed of the playground supervision expectations and rules, and if you are unsure, ask a staff member.
- Establish positive relationships with the students
  - Be friendly; let them know you are glad to be here!
  - Be encouraging to students
- If you are experiencing some problems with your placement or responsibilities, 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 school administration.
- When the teacher/staff member first orients you, the following should be discussed:
  - Days and time to work in classrooms/on campus
  - Procedures for you and staff member to be in communication
  - Alternate plans for the days when the teacher or staff member is absent
  - How you will be told of the day's assignment (folder, note, etc.)
  - Teachers' own classroom management
  - Where to leave your personal belongings
  - Where the lounge and adult restrooms are located
- Be punctual. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
- Sign in and out upon your arrival and departure in the main office (or as school policy dictates).
- 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 on campus
- Remember that you are a role model for students and the school community
- 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.
- Learn the names of students
- 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 tactful manner.
- Work at the student's level; sit or stand with him/her. Show your interest and involvement
- Speak in a positive manner to students
- Remember that corrective discipline is the responsibility of the teachers, counselors, and school leader.

## **Volunteer Procedures/Checklist**

### **Level 1 Volunteers**

- Complete and Signed Volunteer Application Form
- Color copy of Valid State Issued Driver's License/ID card
- Signed Volunteer Guidelines Agreement
- Signed Volunteer Confidentiality Agreement
- Signed Declaration of Volunteers as Disaster Service Workers
- Signed Volunteer Participation Informed Consent/Waiver & Release
- Signed Acknowledge of Receipt of Volunteer Handbook

### **Level 2 Volunteers**

- Complete and Signed Volunteer Application Form
- Color copy of Valid State Issued Driver's License/ID card
- Signed Volunteer Guidelines Agreement
- Signed Volunteer Confidentiality Agreement
- Signed Declaration of Volunteers as Disaster Service Workers
- Signed Volunteer Participation Informed Consent/Waiver & Release
- Signed Acknowledge of Receipt of Volunteer Handbook
- Signed Criminal Background Check Form
- TB Risk Assessment Signed by a Health Care Provider

### **Student Volunteers**

- Complete and Signed Volunteer Application Form
- Color copy of School ID/Photo Identification
- Signed Volunteer Guidelines Agreement
- Signed Volunteer Confidentiality Agreement
- Signed Declaration of Volunteers as Disaster Service Workers
- Signed Volunteer Participation Informed Consent/Waiver & Release
- Signed Acknowledge of Receipt of Volunteer Handbook
- Letter from Organization Requiring Volunteerism (School, Church)
- Name of Staff Member who will be Supervising Student: \_\_\_\_\_
- Name of Employee that is Direct Supervising Student: \_\_\_\_\_



# Gateway Community Charters

## Volunteer Application

### Volunteer Information (Please type or print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Emergency Contact:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

### School Site where I will be volunteering is:

- CCCS ( McClellan,  Stephen Dr.,  Firehouse)       COA ( Elementary,  Middle)
- EPIC                                       GIS                                       Rancho Del Paso ( Futures HS,  HLA)
- SAVA ( Power Inn,  Sim Center,  Elk Grove,  La Familia,  CIA,  Natomas)
- GCC Central Office

### Volunteer Type (only select one level):

#### Level 1 (one day only per school year):

- One time event (class party, organized event, field trip (not chaperone), etc.)  
Date of event \_\_\_\_\_

- I plan to provide transportation for the field trip  
(Valid color photo identification required)

**Note: Volunteers are not authorized to volunteer on any campus until notified by the school that they are cleared to volunteer.**

**Volunteers driving students on a field trip must also complete the Personal Automobile Use form.**

#### Level 2 (multiple days):

- Classroom volunteer (parent, grandparent, etc.)
- After-School Program volunteer
- Coach (requires blood-borne pathogen training, CPR and First Aid certification)
- Student Teacher (Requires CTC Certificate of Clearance)
- Tutor (Requires proof of Basic Skills proficiency)
- Field Trip Volunteer (Overnight, Chaperone)
- I plan to provide transportation for the field trip
- Other (explain): \_\_\_\_\_  
(Valid color photo identification, Fingerprint clearance and TB Test required)

- Student Volunteer



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

Have you EVER pled guilty or “no contest” to, or been convicted of a misdemeanor or felony?  
Yes\*No

***\*If “Yes,” please fully explain on an additional sheet (Answering “Yes” is not an automatic bar to volunteering. Each case is considered on its own merits.)***

I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize Gateway Community Charters to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.5

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 Gateway Community Charters and hold the Gateway Community Charters, 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 this 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 that supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

Volunteers do not receive compensation, health benefits, or workers’ 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 by reason of the field trip or excursion.”

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree to have any of these statements checked by the school and/or Gateway Community Charters. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the school and/or Gateway Community Charters, as well as from the use or disclosure of such information by the school and/or Gateway Community Charters, or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of information on this application may result in my inability to volunteer.

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

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

## Volunteer Guidelines Agreement

- Immediately upon, arrival, I will sign in at the main office or the designated sign-in station
- Volunteers will follow all policies, procedures, and rules established by the school and all applicable laws.
- Volunteers must wear the appropriate identification badge and will show volunteer identification whenever required by the school to do so
- Volunteers must follow the appropriate dress code applicable to staff
- Volunteers cannot smoke in any school facility or building or within 50' of a school building
- Volunteers will not lend money and/or bring gifts to students, unless authorized by school administrators
- Volunteers will not transport students unless they have been given express permission to do so by the school Principal and have completed the Driver Application to become a driver with GCC. Do not put yourself in the position of being alone with any student in any vehicle
- Volunteers must not be alone with students in unsupervised areas of the campus or activity
- Volunteers will not have access to student educational records
- Volunteers will not photograph or videotape students unless authorized by the Principal or designee
- Volunteers will not dress/undress or provide personal hygiene assistance, or supply medication to students
- Volunteers should not exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose.
- Volunteers will use universal precautions to avoid contact with bodily fluids
- Volunteers will use only "adult" designated restrooms
- Volunteers can monitor students behavior; however if a situation is serious, the volunteer should seek immediate assistance from school personnel
- Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with school policy
- Volunteers will not search students or student property
- Volunteers will make every reasonable effort to make sure that the school's technology resources are used appropriately and responsibly
- Volunteers will make themselves familiar with and agree to follow the school's emergency procedures
- Volunteers will not direct a student to remove an 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.
- Volunteers must report suspected cases of abuse or neglect to the school administrator
- Volunteers understand that the school will not be responsible for lost or damaged personal items brought to school by the volunteer. You are discouraged from bringing valuables to the school.
- Volunteers understand that the school reserves the right to decline their volunteer services at any time.
- Volunteers shall not be in possession or under the influence of any medication or substance that produces physical, mental, emotional, or behavioral impairment.
- Volunteers shall not be in possession of alcoholic beverages, illegal drugs, or firearms while serving in a volunteer capacity.
- Volunteers shall not use obscene or discriminatory language at school or at any school event.

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

Volunteer Name (Print): \_\_\_\_\_

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

## 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. Volunteer 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 principal/school leader.
- 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 principal/school leader.
- 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 the principal. 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 principal.
- 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 student 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 principal.

**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(s). Although the student is free to share confidential information with you, there are certain things you are required by law to tell the principal or school administrator. Any personal information learned from a student, should be held in strictest confidence **except:**

- If a student confides that he or she is the victim of sexual, emotional, chemical, or physical abuse (including bullying and cyber bullying).
- If a student confides that he or she is involved in any illegal activity
- 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 principal or 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 principal, school administrator, or other appropriate authorities. If you have any questions, please ask the principal or assigned school

administrator. Any needs of students communicated to the volunteer should be referred to the appropriate staff person.

**Volunteer Statement:**

I understand that in the course of my association with Gateway Community Charters, 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 students. Any breach of confidentiality 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 acknowledge that I have read and understand this statement of confidentiality.

Volunteer Name (Print): \_\_\_\_\_

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

**Declaration of Volunteers as Disaster Service Workers**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees (including registered volunteers) are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (Required by Government Code 3100-3102 of the State of California)

I acknowledge that I have read and understand that I am hereby declared to be disaster service workers subject to such disaster service activities.

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

**Volunteer Participation Informed Consent/Waiver & Release**

In consideration of the acceptance of my voluntary participation in the above event/activity, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, against the Gateway Community Charters as a result of my participation as a volunteer

This release is intended to discharge the Gateway Community Charters their trustees, offices, employee and volunteers from and against any and all liability arising out of or connected in any way with participation, even though that liability may arise out of negligence or carelessness on the part of the charter school mention above.

I understand that participation as a volunteer may include a great deal of physical activity. I further understand that accidents and injuries can arise out of this activity; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the Gateway Community Charters and persons mentioned above.

It is further understood and agree that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

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

**Procedures for Returning Volunteers**

Returning volunteers that have tested negative must have on file with the school a TB Risk Assessment showing that within the last four (4) 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, 4549, 49406 & Health and Safety Code 121545)

**Public Health Mandates**

All volunteers will also need to comply as applicable with any Federal, State, County and other public regulatory health mandates/requirements for school employees

**Criminal Background Check (Fingerprints) Level 2 Volunteers Only**

Live Scan fingerprint clearance, with clearance from the Department of Justice (DOJ) and FBI are required before a volunteer can begin volunteering. Fingerprint fees are paid for by GCC. Failure to disclose information obtained in a fingerprint investigation, or certain convictions, may result in the denial of volunteer services.

**Acknowledgment of Receipt of Volunteer Handbook**

My signature below confirms that I have received a copy of the Volunteer Handbook. I agree to follow and abide by all of the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of Gateway Community Charters. From time to time, I may receive updated information concerning changes I policy. I am aware that I may ask questions about procedures, rules, and policies.

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

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