



TVCS
TEMECULA VALLEY CHARTER SCHOOL
A School Family for Your Family

TVCS Volunteer Handbook

2024 - 2025

What does volunteering mean?

Volunteering is performing a service willingly and without pay.

What does volunteering mean to TVCS?

It means thriving classrooms, enriched education, enhanced communication, increased opportunities, and a stronger school community!

Welcome to the 2024/2025 school year! Parent involvement is a cornerstone of our success at TVCS and we encourage you to be a part of our great program. This handbook is for all volunteers who would like to donate their time and talent to our school and students. Your investment is greatly appreciated and the benefits it provides are far reaching.

Volunteer Opportunities

Some ways that volunteers can help:

- Regularly scheduled classroom help
- Occasionally scheduled classroom help
- Specials classes such as Science, Visual Art, Performing Art, PE, etc.
- Field trips
- Special events
- Athletics
- Home prep work
- Serving on committees
- Board of Directors member

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 vs. Visitor

- Volunteers
 - On campus with a specified purpose to fulfill a volunteer job
 - Working in conjunction with a school staff member
 - Pre-arranged and specific to your student. If you have multiple students on campus, you must receive pre-approval from all teachers.

- Visitors
 - On campus for a short period or one-time event, such as:
 - To attend a meeting
 - To drop off paperwork or supplies
 - To attend an assembly, play, or special event prior approved for visitors

Visitors are considered a guest and do not need to fill out the Volunteer Application.

Visitors and volunteers are required to sign in and out with the Raptor system in the front office and display their visitor badge while on campus.

Volunteer Requirements

All new volunteers are required to complete the TVCS Volunteer Handbook & Application through the online Raptor portal.

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

- Completed application on the Online Raptor Portal
 - Code of Conduct and Confidentiality Agreement, as stated in the Volunteer Handbook
 - TB risk assessment questionnaire clearance
 - No record of a serious or violent felony conviction (pursuant to EdCode 45122.1)
 - No record of a requirement to register as a sex offender under California law (Penal Code 290)
- Live Scan criminal background/fingerprint check through the Federal Bureau of Investigation and the Department of Justice (at expense of the volunteer)
- Participation in a Volunteer Induction Meeting for new volunteers
- Raptor screening upon each school visit, which includes a Megan's Law clearance

It is very important to keep contact information complete and up to date with the front office. Approved volunteers will be contacted by email once they have completed the volunteer clearance process.

Suggestions for a Successful Volunteer Experience

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

- Upon completion of the volunteer clearance process, communicate with staff regarding their volunteer needs and your interests and availability. Some teachers/staff have specific roles and tasks for their volunteers, while others identify those tasks on an as-needed basis.
- Maintain a positive attitude with students and staff.
- Do not discipline students. Make teachers aware of any concerns you may have.
- Always maintain confidentiality.
- Become familiar with classroom routines.
- Be respectful of teacher/staff instructional and break time.
- 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.

- Be reliable. Teachers/staff and students depend on you. In the event that you must be absent, please notify the teacher or staff member as soon as possible.
- Sign in and out on the Raptor Visitor Management System in the front office upon your arrival and departure.
- 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.
- If you are experiencing problems with your responsibilities, try to resolve them first with the teacher or staff member with whom you are volunteering. If you need more assistance with your problem, please contact the Administration.
- Remember that you are a role model for students and the school community.
- Remember that you are highly valued and your positive volunteer contributions make a lasting impact on our students and our school!

School Volunteer Procedures/Checklist

NEW VOLUNTEERS – In order to begin the processing of your Volunteer Application, please read and/or complete the following:

- **Online Volunteer Application Form**
 - Volunteer Code of Conduct Agreement and Acknowledgment
 - Volunteer Confidentiality Agreement
 - TB Risk Assessment Questionnaire
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- **Live Scan Fingerprinting (FBI & DOJ):** Take the TVCS Live Scan form and your I.D. to a Live Scan location to have your fingerprinting done.
 - You may choose the location.
 - The Live Scan cost is at parent/guardian expense. This is a one-time requirement.
 - Live Scan results may not be shared from one organization to another.
- **Volunteer Induction Meeting**

Please note that having your Live Scan performed does not mean that you are cleared to volunteer. Only after TVCS has received and approved your Live Scan results, along with all other requirements, will a volunteer be notified of their clearance. TVCS has no control over how long it will take to receive Live Scan results.

RETURNING VOLUNTEERS - Volunteers approved for a previous school year do not need to attend a volunteer induction meeting in the school year. Live Scan results are regularly run by the office and volunteers will be notified if their eligibility to volunteer changes.

