



## High Tech High Volunteer Guidelines

High Tech High (HTH) welcomes and encourages involvement from parents, community members, and various community organizations. Volunteer involvement helps ensure the best possible educational experience for our students; together we can make a huge difference at our schools.

These guidelines provide a variety of opportunities for volunteering and provide our students a safe environment. Volunteering is divided into three categories, with different safety requirements for each category.

Visitors or guests who enter a HTH school for a one-time event (e.g. parents attending an exhibition or adults attending a grandparents/special friends day) are **not** considered volunteers, and are not covered by these guidelines.

All volunteers are to complete a Volunteer Application each school year. All volunteers must be cleared by meeting the screening requirements below **before** volunteering. We appreciate that these steps take time and effort, and thank you for your help.

### Volunteer Categories

#### Category A Volunteers: Limited and Occasional Student Contact

**These volunteers have limited and/or occasional student contact.** Typical examples may include event volunteers (community or fundraising events), volunteering for a Parent Association, school office helpers or other non-classroom helpers, occasional lunch volunteers, occasional local day field trip drivers, and athletic event volunteers. (Please Note: Category A is for drivers assisting with short, day trips only – please see Category C for overnight field trips and extended excursions.)

#### Screening Requirements:

1. Complete and submit for approval the HTH Annual Volunteer Application.
2. Submit a copy of your driver's license or other government issued ID.
3. Be checked by HTH-designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website ([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)). See information below.

#### Category B Volunteers: Supervised and Frequent Student Contact

**These volunteers: (1) May work in classrooms or with groups of students with teacher or staff member supervision on a frequent basis; and/or (2) Participate in school activities in open and public settings on a frequent basis.** Typical examples may include classroom helpers and library volunteers.

#### Screening Requirements:

1. Complete and submit for approval the HTH Annual Volunteer Application.
2. Submit a copy of your driver's license or other government issued ID.
3. Be checked by HTH-designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website ([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)). See information below.

4. New volunteers complete a tuberculosis (TB) risk assessment, and TB testing as may be required. Submit a clear TB certificate. This step is not required for returning volunteers who have previously completed a TB assessment and/or test. See below for TB information.
5. There are additional screening requirements applicable to field trip drivers, see below.

### **Category C Volunteers: Direct Student Contact**

**These volunteers have frequent, direct, more extensive, and/or ongoing contact with students, and may have volunteer time when they are not directly supervised by HTH staff members.** Typical examples include tutors, overnight field trip chaperones, and coaches (e.g., athletics, robotics).

### **Screening Requirements:**

1. Complete and submit for approval the HTH Annual Volunteer Application.
2. Submit a copy of your driver's license or other government issued ID.
3. Be checked by HTH-designated site personnel against the California Department of Justice, Sexual Offender (Megan's Law) website ([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)). See information below.
4. New volunteers complete a background check by submitting their fingerprints through the Live Scan process, see details below. This step is not required for returning volunteers who have previously completed a Live Scan background check.
5. New volunteers complete a tuberculosis (TB) risk assessment, and TB testing as may be required. Submit a clear TB certificate. This step is not required for returning volunteers who have previously completed a TB assessment and/or test. See below for TB information.

## **Clearances**

### **1. Megan's Law Clearance – All Volunteers**

All volunteer applicants will be asked to confirm they are not a sex offender, and will be cleared by appropriate HTH staff through the Megan's Law database maintained by the California Department of Justice. See the Sexual Offender (Megan's Law) website ([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)).

### **2. TB Clearances – Category B and Category C Volunteers**

In addition to completing the screening requirements above, Category B and Category C Volunteers must also complete the TB Clearance.

All Category B and Category C volunteers must have on file with the school a clear tuberculosis (TB) certificate.

As of January 1, 2015, there are three (3) options to satisfy this requirement:

- a. Prior TB Clearance: If you have been tested for TB within the past four (4) years we simply need a copy of the results. If you already have a TB clearance certificate on file with an HTH school, please confirm your TB clearance with HTH, and that it is still valid (prior TB tests were only valid for a 4 year period).
- b. TB Risk Assessment: If a volunteer does not have a current TB test result, the volunteer must first complete a TB risk assessment at a health care provider. If no risk factors are identified, an examination or test is not required, and the health care provider will present a TB certificate to the volunteer by the health

care provider. If TB risk factors are identified, the volunteer will be examined to determine if they are free of infectious tuberculosis. The examination will consist of either an approved intradermal tuberculin test or any other test for TB recommended by the federal Centers for Disease Control. Further testing may be required if this test is positive. Following testing and clearance, a TB certificate may be provided.

These are a few health care providers that offer the TB Assessment service. Please call first to arrange an appointment as needed. In our experience, these groups offer reasonable rates for this service, but please note that HTH will not pay the cost of the assessment.

Shelter Island Medical Group 1370 Rosecrans San Diego, CA 92106 619-223-2268	US Healthworks 1111 Broadway, Ste 305 Chula Vista, CA 91911 619-425-8212	US Healthworks 5810 El Camino Real, Ste A Carlsbad, CA 92008 760-929-8269
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- c. Visiting Private Health Care Provider: If a volunteer prefers, the volunteer may contact his/her own health care provider to obtain the TB certificate; volunteers - please check that your provider is familiar with the TB assessment process that went into effect January 1, 2015. Volunteers will be responsible for whatever cost is incurred in obtaining a certificate through their own health care providers.

### **3. Live Scan Background Clearance – Category C Volunteers**

In addition to completing the screening requirements above, Category C Volunteers must also clear a Live Scan Background check.

The purpose of this criminal background check is to ensure that a person is permitted by law to participate in a school setting as a volunteer. The California Education Code, Health and Safety Code, and Penal Code sections determine which offenses are or are not permitted.

Fingerprinting is the most accurate way to conduct this background check, and this is achieved through the Live Scan process.

To obtain a Live Scan Background check, obtain the Live Scan form from your School Site Manager. HTH will pay the cost of the Live Scan background check through the agencies noted on the form you receive from the School Site Manager.

If you believe you have previously done a Live Scan background check **for HTH**, please confirm that by speaking to the Site Manager at your school. If you have previously done a Live Scan background check for another entity, you will need to repeat the Live Scan for HTH, as they are not shared amongst entities.

### **4. Driving and Insurance Clearance – Field Trip Drivers**

In addition to completing the Category A, Category B or Category C (whichever is applicable) screening requirements above, individuals wishing to volunteer as field trip drivers must also complete these additional items.

- a. Complete and submit for approval the HTH Annual Driver Registration Form.
- b. Submit copies of your valid California driver's license, DMV Auto Registration Card and auto insurance card.
- c. If you are a volunteer coach, you may be asked to drive a HTH van. Accordingly, you must also provide proof of a current driving record that verifies, if applicable, points or accidents. Acceptable documentation consists of either an insurance renewal, which validates a driving record of one (1) point or less, or a Department of Motor Vehicles ("DMV") printout that reflects a driving record of one (1) point or less. Volunteers may obtain a copy of their DMV Driver's History Report either at a DMV office or submit an online request for their records by following the instructions found at <http://dmv.ca.gov/online/d/>.

### **Frequently Asked Questions (FAQs)**

1. **Why do I need to have a tuberculosis assessment, and possibly testing?** Tuberculosis (TB) is a contagious disease that can be deadly if not treated properly. State law requires that volunteers have a TB assessment when they will be having frequent or prolonged contact with students.
2. **Where can I get a tuberculosis assessment?** See the Tuberculosis Risk Assessment and Testing section above.
3. **Why does HTH require that Category C Volunteers be fingerprinted?** The purpose of this criminal background check is to ensure that a person is permitted by law to participate in a school setting as a volunteer at this level of service. The California Education Code, Health and Safety Code, and Penal Code sections determine which offenses are or are not permitted.
4. **Where can I get the Live Scan testing done?** See the Live Scan Background Checks section above.
5. **Will my fingerprints be passed to any other government agency?** Your fingerprints are cleared with the Department of Justice and the FBI, against their criminal records databases. Beyond that, your fingerprints will not be used for any other purpose than to make sure you are safe to work with children, and will not be passed to any other agency.
6. **How long are my fingerprints valid?** As long as your status does not change (you are not convicted of new crimes which would prevent you from working with children), you do not need to be fingerprinted again.
7. **I had to be fingerprinted for another purpose (e.g. work, adoption, children's sports volunteer). Can this report be used?** No. Results are not shared between agencies, and you must be fingerprinted again if you are to act as a Category C volunteer at HTH (see description above).
8. **Do I have to be fingerprinted to do any kind of volunteer work at HTH?** No. Only Category C volunteers (see description above) are required to be fingerprinted.



## Annual Volunteer Application and Waiver

Return the completed SIGNED original Annual Volunteer Application and Waiver, a copy of your ID, and your TB clearance (if required) to your School Site Manager.

### Volunteer Information

Full Name \_\_\_\_\_  
(First) (Middle) (Last)

Maiden Name/Other Names Used \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Residence in San Diego (years): \_\_\_\_\_ Date of Birth \_\_\_\_\_\*  
(Mo/Day/Yr)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued: \_\_\_\_\_

Other Govt. Issued ID type (if no driver's license): \_\_\_\_\_ ID#: \_\_\_\_\_

\*Volunteer chaperones on field trips must be at least 18 years of age. Volunteer drivers must be at least 21 years of age. HTH Vans may only be driven by HTH staff members and, on certain occasions, HTH athletic coaches who are at least 25 years of age, and who have passed required clearances.

### DOCUMENT REQUESTED: Please attach a copy of your Driver's License or other ID

Parents/Guardians - please list each of your HTH students, grade level, and the school each attends:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

Notify in case of emergency:

\_\_\_\_\_  
(Name) (Phone)

Are you a new or returning volunteer at a HTH school?  New  Returning

Are you also a volunteer at another HTH school?  Yes  No

If yes, please indicate the school(s):  
\_\_\_\_\_

Do you have any criminal charges pending against you?  Yes  No

Have you ever been convicted\* of a felony or crime involving children?  Yes  No

Have you ever been convicted\* of a sex, drug or weapon related offense?  Yes  No

Are you required to register as a sex offender under Penal Code 290.95?  Yes  No

\* Conviction includes a finding or verdict of guilty by a court, or a plea of guilty

\* If "Yes" to any criminal question, please explain: \_\_\_\_\_

### Volunteer Categories

Please check all volunteer activities would like to participate in:

#### **Category A Volunteers: Limited and Occasional Student Contact**

(Requires Megan's Law Background Clearance)

- Event volunteer (community or fundraising events)
- School office helper and non-classroom assistance
- Participant in organized functions for groups such as a Parent Association
- Occasional Lunch volunteer
- Athletics Event Volunteers (e.g., boosters, event timers, score keepers, set-up/break-down teams)
- Drivers for shorter, day trips (e.g., field trips taking place during school day, athletic team practice and event drivers, etc.) (also submit Annual Driver Registration Form)

#### **Category B Volunteers: Supervised and Frequent or Prolonged Student Contact**

(Requires TB assessment & Megan's Law Background Clearance)

- Classroom helpers
- Library helpers
- Other (*describe*): \_\_\_\_\_

#### **Category C Volunteers: Direct Student Contact**

(Requires TB Assessment, Megan's Law Background Clearance and Live Scan Fingerprinting and Background Clearance if a new HTH volunteer at this level)

- Tutors (e.g., Everyone's a Reader, science classes, etc.)
- Overnight field trip and event chaperone (e.g., camping trips, athletic events, and "Lock-Ins")
- Coaches (e.g., athletic team coaches, Robotics coaches)
- Other (*describe*): \_\_\_\_\_

## Volunteer Code of Conduct

I will abide by the following rules, the Student Parent Handbook, other school rules and policies as applicable, and presented by school personnel:

1. At all times when volunteering, I agree that:
  - a. When I arrive, I will sign in at the front desk of the school.
  - b. If requested, I will wear a volunteer identification during my hours at school.
  - c. I understand that volunteers are acting as role models for HTH students, and agree to lead by example by demonstrating maturity in actions, attitudes, and dress.
  - d. I agree to do what is in the best personal and educational interest of every child with whom I may come in contact.
  - e. In my role, I may be in a position where I will be asked to monitor student behavior. In keeping with HTH's culture of respect and kindness, I agree that I will ask students to comply with requests, and that I will not raise my voice if a student is not following directions. If I feel that I need assistance with a situation, I will enlist support from the teacher right away. However, if a situation is serious, I will seek immediate assistance from school personnel immediately.
  - f. I will immediately share with school teachers or administrators **any** concerns that I may have related to student welfare or safety, including suspected abuse, illegal activity or a student threat to their own or other's safety.
  - g. I will not be alone with individual students without the express authorization of a teacher or other school personnel.
  - h. I will not exchange telephone numbers, home addresses, email addresses or other personal contact information with students for any purpose unless it is required as part of my role as a volunteer.
  - i. I will not contact a student outside school hours without permission from the student's parents.
  - j. I will not disclose, use or disseminate student photographs without the express authorization of the school or parent/guardian of the student in question.
  - k. I will maintain absolute confidentiality regarding student or family information at all times, and will not disclose any student or family information except as needed in the course of my volunteer work with the school and only then to school personnel as directed.
  - l. I will not transport students unless I have completed the Annual Driver Registration form and been cleared to drive by HTH staff.
  - m. Smoking and the use of alcoholic beverages is prohibited.
  - n. I agree to follow the High Tech High procedures for screening of volunteers and to abide by the terms and conditions required of volunteers.
2. In relation to volunteer chaperoning and driving to school field trips, athletic events, and other school excursions, I further agree that:
  - a. To the extent I am driving, I will abide by the Driver Code of Conduct in addition to this Volunteer Code of Conduct.
  - b. Students are to return with the same person and in the same vehicle that transported them. Only the teacher can make an exception to this. Exceptions are generally reserved for emergency situations only.
  - c. My first responsibility while on a school field trip is to the students being supervised. I must always remain with the students for whom I am responsible. I will be responsible for keeping my assigned group of students in the areas indicated by the teacher. I will be responsible for knowing exactly how many students are in my group, I will keep a roll if asked by the teacher, and I will be sure all are present before moving from one place to another.

- d. Only the students enrolled in the class or activity may go on school field trips. Guests or siblings may not attend a field trip unless the trip is organized as a special family event and other siblings are specifically invited. Accordingly, I agree that I will not make arrangements for additional family or friends to meet me at the field trip or event site.
- e. As a school field trip chaperone I will be responsible for the behavior of the students assigned to me. In private vehicles, the driver is responsible for student behavior. In school vehicles, HTH teachers/staff are responsible, with help from volunteers. I understand that if I am experiencing any difficulties, I should report the problem immediately to the teacher or other supervising staff member.
- f. Chaperones should refrain from purchasing special treats for the children they are supervising unless all the children from the class can benefit equally.
- g. If I have questions about any aspect of the field trip, expectations of chaperones or drivers, or expectations for student behavior, I will ask for assistance from the teacher.



**Release of Liability for Background Checks**

*For security reasons, a TB assessment and background check may be conducted as required by High Tech High policies and outlined above. I give my permission for the appropriate level of background check to occur, and release High Tech High from any and all liability for any damage that may result.*

**Release of Liability in Field Trips and Extended Excursions**

*I understand that to the extent that I am cleared for and participate in school field trips and extended excursions, my participation in such activities may involve inherent risks, and I expressly and voluntarily assume those risks. As provided for in California Education Code Section 35330, I agree to hold High Tech High, its officers, board members, employees, and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity.*

**Consent to Medical Treatment**

*In the event of any illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, dental or surgical diagnosis and/or treatment, emergency transportation, and hospital care from a licensed physician and/or surgeon as deemed necessary under the circumstances for my safety and welfare. It is understood that all resulting medical expenses to treat any illness or injury arising out of or in connect with my participation in this activity will be solely my responsibility.*

**I have had the opportunity to carefully review this Annual Volunteer Application, and I understand and agree to each of the terms. By signing my name below, I declare that all the information on this application is true and correct. I have read and agree to follow the “Volunteer Code of Conduct”.**

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

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

Volunteer Emergency Contact (Name and Phone No.): \_\_\_\_\_



**To be initialed & dated by HTH office staff:**

- \_\_\_\_\_ ID reviewed & attached
- \_\_\_\_\_ Megan's Law review conducted and cleared
- \_\_\_\_\_ TB Assessment clearance received from Business Office, if required
- \_\_\_\_\_ Live Scan Application Given to Volunteer Applicant, if required
- \_\_\_\_\_ Live Scan clearance received from Business Office, if required
- \_\_\_\_\_ Volunteer application approved
- \_\_\_\_\_ Volunteer application denied
- \_\_\_\_\_ Notice of volunteer application denial sent
- \_\_\_\_\_ Posted to HTH Approved Volunteer List (in appropriate category),  
following administration signature below

\_\_\_\_\_  
Site Manager or School Director (Print Name)

\_\_\_\_\_  
Site Manager or School Director (Signature)

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



## Annual Volunteer Driver Registration Form For School-Sponsored Field Trips

Please return the completed and SIGNED original and copies of all required documents to your School Site Manager. Please keep a copy of all documents in your car.

### Driver Information

Name \_\_\_\_\_

Date of Birth (drivers must be at least 21 years old) \_\_\_\_\_

California Driver's License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Parents/Guardians, please list each of your HTH students, the school each attends and grade level:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Vehicle Information

Name(s) of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_

License Plate Number \_\_\_\_\_ Registration Expires \_\_\_\_\_

Passenger Capacity \_\_\_\_\_ Number of Working Seat Belts \_\_\_\_\_

Please Note: Volunteer drivers may not transport more people than the number of seats and seat belts, up to a maximum of 8, including driver

### Insurance Certification

- I have provided a copy of my liability insurance card to the school.
- I certify that my vehicle is adequately covered with at least the current minimum liability insurance required by the State of California and that I will ensure that I have such coverage in effect at any and all times that I volunteer to drive for a school event or trip.
- I understand, acknowledge and agree that it is my responsibility to provide copies of my new insurance card to the school when coverage is renewed and/or changes.

### Document Checklist

The following documents must be attached and submitted to your school Site Manager prior to transporting students:

Original of this Annual Driver Registration Form, fully completed, signed and dated by Driver.  
Attach a clean, legible copy of your valid California Driver's License.  
Attach a clean, legible copy of your valid California DMV Auto Registration Card.  
Attach a clean, legible copy of the front and back of your Auto Insurance Card that shows your name, the policy number and verification of current liability limits.

\_\_\_\_\_ If you are a volunteer coach, you may be asked to drive a HTH van. There are additional requirements that must be met to drive a HTH van including:

- You must be at least 25 years of age to drive a HTH van.
- You must attach proof of a current driving record that verifies, if applicable, points or accidents. Acceptable documentation consists of either an insurance renewal, which validates a driving record of one (1) point or less, or a Department of Motor Vehicles ("DMV") printout that reflects a driving record of one (1) point or less. Volunteers may obtain a copy of their DMV Driver's History Report either at a DMV office or submit an online request for their records by following the instructions found at <http://dmv.ca.gov/online/dr/>.

### Driver Code of Conduct

I will abide by the following rules, in addition to the Volunteer Code of Conduct, and all other applicable HTH policies:

1. I certify that I am at least 21 years of age.
2. I certify that my vehicle is in safe operating condition.
3. I agree to drive in a safe and cautious manner, and to notify either the supervising teacher of the field trip or the Site Manager at my school immediately in the event of an accident or injury of any type.
4. I agree NOT to talk or text on a cell phone while driving.
5. I agree that I will not be under the influence of drugs or alcohol while driving for a school purpose.
6. I agree that I will bring a cell phone with me on school trips for safety reasons and that before leaving the campus, I will exchange phone numbers with the teacher in charge of the school trip.
7. I will carry no more passengers than my vehicle is designed to carry. In no event may I have more than 8 passengers, including the driver.
8. I will ensure that all passengers, and the driver, use seat belts.
9. I will ensure that all children are secured in a proper child passenger restraint system meeting applicable federal motor vehicle safety standards, unless the child is at least one of the following: six (6) years of age or older, or weighs sixty (60) pounds or more
10. If I have air bags on the front passenger side, I will not have a child in the front seat who is under the age of twelve (12) or under forty (40) pounds.
11. In the event of an accident, my insurance coverage bears the primary responsibility for any losses or claims. I understand that I am not covered by High Tech High's liability insurance policy.

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12. I understand that my voluntary participation in field trip activities (including transportation to and from the activity) may involve inherent risks, and I expressly and voluntarily assume those risks. I agree to hold High Tech High, its officers, board members, employees, and agents harmless from any and all liability and claims arising out of or in connection with my participation in this activity.
13. I will not transport students unless I have been cleared to drive by HTH staff.

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Driver Statement

I certify that I have never been convicted of reckless driving or driving under the influence of drugs or alcohol. I further certify that I do not currently have charges pending against me for reckless driving, driving under the influence of drugs or alcohol, or any other serious traffic violation. I also certify that I have not had my license suspended for a moving violation, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while my license was under suspension or revocation. By signing my name below, I declare that all the information on this application is true and correct, and that I have read and agree to abide by the Driver Code of Conduct above.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For School Staff Only

To be initialed & dated by HTH Site Manager or School Director or Dean:

- California Drivers License reviewed & copy attached
- California DMV Auto Registration Card reviewed & copy attached
- Auto insurance card reviewed & copy attached
- Approved for placement on HTH's Approved Driver List
- Denied placement on HTH's Approved Driver List
- Notice of Driver Registration denial sent
- Volunteer Driver Added to HTH Approved Driver List, following School Administration signature below

Site Manager or School Director (Print Name)      Site Manager or School Director (Signature)

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