

Lynn J. Carmen Day, Ed.D. - Superintendent

Assistant Superintendents

Shinay Bowman - Instructional Services

Sergio Canal, Ed.D. - Human Resources

Terry Comnick - Business Services

Pamela Salgado - Student Services



UPLAND UNIFIED
SCHOOL DISTRICT

UPLAND UNIFIED SCHOOL DISTRICT VOLUNTEER APPLICATION

Welcome!

Thank you for your interest in assisting our students and staff, and becoming part of the Upland Unified School District volunteer community. The time you offer is greatly appreciated by all students, staff, and administrators. We are always in need of great volunteers who are hard-working, organized, and eager to assist.

To ensure the safety of our students and volunteers, we ask you to follow the directions below. The screening process is not only prudent but an effective safety procedure for everyone. **All volunteers must complete the screening process and be approved by the District Office BEFORE volunteering with our students.**

Elementary Schools	Baldy View – (909) 982-2564 Cabrillo – (909) 985-2619 Citrus – (909) 949-7731 Foothill Knolls (TK - 8) – (909) 949-7740 Magnolia – (909) 949-7750 PepperTree – (909) 949-9635 Sierra Vista – (909) 949-7780 Sycamore – (909) 982-0347 Upland Elementary – (909) 949-7800 Valencia – (909) 949-7830
Junior High Schools	Pioneer Junior High – (909) 949-7770 Upland Junior High – (909) 949-7810
High Schools	Hillside High – (909) 949-8400 Upland High – (909) 949-7880

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FAQs

Who is a visitor?

A visitor is an individual who, with District authorization, attends a student performance, special event, etc. A visitor may also, with District authorization, assist students, schools, or teachers on a non-regular basis (up to five days in a school year). A visitor does not need to have fingerprint clearance or a TB test.

**Example: a parent attending Open House, Back-to-School Night, assisting with a one-day school project or activity, etc.*

Who is a volunteer?

A volunteer is a non-paid individual who, with District authorization, assists students or educational programs. The service can be short-term, project-specific, or ongoing. A volunteer is required to complete a volunteer application, Code of Conduct, a TB test, and have a background check **completed prior to rendering services**.

**Example: a parent assisting in their child's classroom, a parent/individual volunteering on multiple field trips, etc.*

What is required of a volunteer?

- Volunteers working with students must be under the direct supervision of a district employee (Education Code Section 35021).
- Volunteers must offer services not otherwise available, but may not be used to displace regular school personnel (Education Code Section 35021).
- Volunteers must work in the presence of another adult. Any exceptions must be approved by the Principal.

Who can I contact if I have questions?

Please contact the district office if you have any questions about the application process:

Natalie Vallejos: (909) 985-1864 ext. 21152; natalie_vallejos@upland.k12.ca.us

Mekenna Hernandez (909) 985-1864 ext. 21104; mekenna_hernandez@upland.k12.ca.us

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How do I become a volunteer?

The following documents must be completed for the intended school site, along with District approval:

- Volunteer Application: Visit <https://bit.ly/3pzVpaw> to complete this application online. You may also scan the QR code below.
- Current TB Test (valid for 4 years)
- Background Check (valid for the duration of your uninterrupted service)
- Volunteer Code of Conduct (submit to school office)
- Copy of Driver's License



Where do I report to volunteer?

As a volunteer, you are required to sign in at the school office each time you are on campus, and you must wear some form of identification/badge issued by the District with approval of the school site.

IMPORTANT INFORMATION:

When you hear or observe things about students, families, and staff while volunteering, it is imperative that you respect the confidentiality of that information. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone's privacy must be respected.

Volunteers are not considered "mandated reporters" under California law, but volunteers should be aware of child abuse reports requirements for school employees. School personnel must report:

- Cases of suspected infliction of physical or mental suffering on a minor,
- Cases of suspected physical injuries to minors by other than accidental means, and
- Cases of suspected sexual molestation.

If you become aware of suspected child abuse or neglect, immediately report your observations to your supervising teacher or site administrator.

Revised 3.1.2022

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Upland Unified School District
Volunteer Code of Conduct

The volunteer shall:

- Immediately upon arrival, sign-in at the front office or designated sign-in station.
- Be conscientious and concerned for the health and safety of students and staff.
- Be free of the influence of alcohol or illegal drugs when with students on or off school grounds.
- Only use adult restroom facilities.
- Not use tobacco products throughout the district's buildings, grounds, or vehicles.
- Promptly notify the school administrator if you observe, have knowledge of, or reasonably suspect that a child has been a victim of abuse.
- Have no outside contact with students unless authorized by the administration.
- Maintain confidentiality outside of school, and will share any concerns with the supervising teacher or school administrator.
- Support the district, school, and classroom policies and programs.
- Promptly inform the teacher or school office when unable to attend or when discontinuing to serve as a volunteer.
- Follow dress codes and act professionally.

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- Not transport students to a location away from the school site.
- Not access District network, email systems, or student records.

→ _____
Volunteer Signature Date

Volunteers cannot be considered until this Code of Conduct is signed