



Ontario-Montclair School District

"Our Community, Our Children, Our Commitment, Our Future"

Parent & Community

Volunteer Handbook



Child Welfare, Attendance & Records

950 W. D St.

Ontario, CA 91762

909-418-6477

Hugo Lopez, Director

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WELCOME MESSAGE

Dear Parents, Guardians, and Community Volunteers,

Welcome to the Ontario-Montclair School District Volunteer Program. We are grateful for your interest in supporting our students, schools, and staff. Your willingness to give your time, talents, and care makes a meaningful difference in the lives of our children.

At OMSD, we believe that strong schools are built through strong partnerships. When families and community members are actively involved, students feel supported, connected, and encouraged to do their best. Whether you are helping in a classroom, supporting a school event, assisting with a field trip, or contributing in another way, your presence helps strengthen our school community.

This handbook is designed to help you understand the expectations, requirements, and responsibilities of serving as a volunteer. These guidelines are in place to ensure that all volunteers are prepared, all students are protected, and all school environments remain safe, welcoming, and respectful.

Thank you for partnering with us in support of our shared commitment: Our Community, Our Children, Our Commitment, Our Future.

We appreciate your service and look forward to working together in support of student success.

Hugo Lopez

Director

Child Welfare, Attendance & Records

District Leadership & Administration

Board of Trustees:

Sonia Alvarado, Kristen Brake, Sarah S. Galvez, Flora Martinez, Elvia M. Rivas

Superintendent:

James Q. Hammond, Ed.D.

Deputy Superintendent:

Hector Macias, Ph.D.

Nondiscrimination Statement

The Ontario-Montclair School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. (Board Policy 0410: Nondiscrimination In District Programs And Activities)

For inquiries, including how to file a complaint, contact:

Hugo Lopez, Director, Child Welfare, Attendance & Records

Compliance Officer | Title IX Coordinator

950 W. D St. Ontario, CA 91762

909-418-6477

compliance@omsd.net

SECTION 1: PROGRAM OVERVIEW & VALUES

The Ontario-Montclair School District values the partnership of parents, guardians, and community members in supporting student success. Volunteers play an important role in strengthening school communities by assisting with classroom activities, school events, field trips, and other approved programs.

In accordance with Board Policy 1250, the District encourages parents/guardians and community members to visit schools and participate in educational programs. The Volunteer Program provides a clear process to ensure that volunteers are properly approved, prepared, and assigned in a manner that supports student safety and school operations.

Objectives of the Volunteer Program

- **Support Students:** Provide additional support for students, staff, classrooms, and school activities.
- **Strengthen School Partnerships:** Encourage meaningful involvement from families and community members.
- **Enrich School Programs:** Assist with academic, extracurricular, and school-sponsored activities both on and off campus.
- **Promote Safe and Welcoming Schools:** Help maintain respectful, inclusive, and supportive learning environments for all students.

Volunteer Program Contact Information

Office of Child Welfare, Attendance & Records

950 West "D" Street

Ontario, CA 91762

Phone: (909) 418-6477

Email: cwainfo@omsd.net

SECTION 2: VOLUNTEER REQUIREMENTS & REGULATORY POLICIES

Legal Definition of a Volunteer: A volunteer is an individual who provides unpaid service to the Ontario-Montclair School District and supports approved school or District activities. Volunteers may include parents, guardians, family members, District employees, or community members.

Volunteers must be at least 18 years old. Volunteers serving as overnight chaperones must be at least 21 years old.

All volunteers must complete the required application and clearance process before beginning volunteer service.

Safety and Eligibility Requirements (Education Code 35021): The District is committed to maintaining safe learning environments for students, staff, and families. Volunteer applicants must meet all applicable legal, District, and site-based clearance requirements before being approved to serve.

Volunteer applicants who do not meet required safety or background clearance standards will not be approved to volunteer with students.

General Clearance and Assignment Guidelines

- **Site Responsibility:** The Principal or Designee at each school site, in cooperation with the Office of Child Welfare, Attendance & Records, is responsible for verifying that appropriate clearance processes have been completed before any volunteer service begins.
- **Processing Timeline:** Please plan ahead and allow one to three weeks for your application to be processed.
- **Annual Renewal:** Volunteer approval is valid for the current school year only. Every volunteer must complete and submit a new application each school year through the District's online Volunteer Management System. Some clearances may remain valid beyond one school year if the volunteer maintains continuous annual service and District requirements are met.
- **Volunteer Assignments:** Approval as a volunteer allows an individual to be considered for volunteer opportunities, but it does not guarantee a specific assignment, schedule, or placement in a child's classroom. Volunteer opportunities vary by school, classroom, activity, student need, available space, and the type of support requested. When classroom opportunities are limited or not available, the school may offer other meaningful ways for approved volunteers to support students, events, and programs.
- **Incomplete Applications:** Applications cannot be processed without all required documentation.

Community Service Policy

- **Court-Ordered Service:** Requests for court-ordered community service will not be granted.
- **Academic Community Service:** Community service required for high school, college, or university programs may be approved at the discretion of the site administrator. Participants must provide an official letter from their school or program describing the service requirement and required hours.
- **Verification of Service:** Volunteering for the Ontario-Montclair School District does not obligate the District to provide verification of service to an employer, court, government agency, or outside organization.

University Student Observations and Academic Placements

University or college students requesting classroom observation, practicum hours, or similar academic placement experiences must follow the District's clearance process before reporting to a school site. At minimum, university students must meet **Level 1 volunteer requirements**.

All University Student Observers Must Provide:

- Completed volunteer application
- Valid driver license or California ID
- College identification card
- Negative tuberculosis (TB) clearance
- Course syllabus verifying the required number of observation or placement hours
- Megan's Law clearance or Raptor ID scan

Extended Observation or Placement: More Than 50 Hours Per Course

Students must complete all requirements above, plus:

- Mandated Reporter Training
- Live Scan fingerprint/background clearance

Student Teaching or Formal Academic Placement: More Than 100 Hours Per Course

Student teaching or formal academic placements are coordinated through Human Resources Coordinator in collaboration with the school site administrator and assigned master teacher.

SECTION 3: LEVELS OF VOLUNTEER PARTICIPATION

Visitor or Volunteer: What's the Difference?

Classification is based on the person's activities, frequency of service, and level of student contact.

Visitor: A visitor participates occasionally for a limited purpose, remains under the immediate supervision of school staff, and does not perform assigned volunteer duties in classrooms or offices or chaperone field trips. Examples include guest speakers, observers, and family members attending school celebrations.

Volunteer: A volunteer has an ongoing assigned role and/or direct student contact. Volunteers may assist in classrooms or offices, support activities and events, or chaperone field trips after completing the required approval process for the appropriate volunteer level.

To help maintain safe and supportive school environments, volunteer participation is organized into three levels. Placement is based on the volunteer's assigned duties, frequency of service, and level of student contact.

All volunteer requirements must be completed and approved before service begins. Volunteers must be at least 18 years old. Overnight chaperones must be at least 21 years old.

LEVEL 1: Supervised Student Interactions

Level 1 volunteers may support school activities or programs involving student contact while remaining under the immediate supervision and control of school staff. Level 1 volunteers may not supervise students outside the immediate supervision and control of staff.

Level 1 Requirements:

1. Submit a completed volunteer application annually through the Raptor Volunteer Management System.
2. Provide a valid California Driver's License, California ID..
3. Clear a Megan's Law clearance or Raptor ID scan.
4. Provide negative tuberculosis (TB) clearance prior to initial volunteer service and every four years thereafter, consistent with AR 1240.

LEVEL 2: Field Trip Chaperone

Level 2 volunteers may serve as field trip chaperones and may supervise students outside the immediate supervision and control of school staff during approved school activities.

Level 2 Requirements (Complete all Level 1 requirements, plus):

5. Complete Mandated Reporter Training as required by SB 848.

LEVEL 3: Overnight Chaperone

Level 3 volunteers may serve as overnight chaperones and may supervise students outside the immediate supervision and control of school staff during an overnight trip or extended school-sponsored activity. Level 3 volunteers must be at least 21 years old.

Level 3 Requirements (Complete all Level 1 and Level 2 requirements, plus):

6. Complete Live Scan fingerprinting and receive required background clearance, consistent with AR 1240

SECTION 4: HEALTH & FINGERPRINTING CLEARANCES

Tuberculosis (TB) Testing Policies

All volunteers must provide negative tuberculosis (TB) clearance prior to initial volunteer service and every four years thereafter, consistent with AR 1240. TB clearance may be obtained through a family physician, local health clinic, or county health department. If a PPD skin test yields a "positive" result, the volunteer must submit a chest X-ray to secure clearance.

Local Resource:

ParkTree Community Health Center, 1556 S. Sultana Ave, Ontario, CA | Phone: (909) 469-9017.

Volunteers may also contact their school office or school Registered Nurse for additional resources.

Background Validation

Before beginning volunteer service, all volunteers must complete the required application and clearance process for their assigned volunteer level. This includes identity verification, review through the Raptor Volunteer Management System, and Megan's Law clearance or Raptor ID scan, as applicable.

Applications cannot be approved until all required documentation has been submitted and reviewed. Volunteers should not begin service until they have been approved by the school or District.

Fingerprint Background Clearance (Live Scan)

Live Scan fingerprint clearance is required for **Level 3 volunteers serving as overnight chaperones**.

Live Scan fingerprints are captured electronically and submitted for background clearance through the California Department of Justice. Live Scan clearance does not need to be repeated each year as long as the volunteer maintains continuous service by submitting a new volunteer application every consecutive school year.

Volunteers should first confirm with school staff whether their volunteer role or event requires Live Scan clearance. **If Live Scan fingerprints are required, school or District staff will contact the volunteer with instructions.** Volunteers should not complete Live Scan fingerprinting before receiving direction from the school or District.

SECTION 5: RESPONSIBILITIES, CONFIDENTIALITY & SAFETY

Check-In and Identification

All volunteers must sign in and out at the school front office during each visit using the Raptor system or other District-approved process.

Volunteers must wear the Raptor-generated identification badge or other approved volunteer badge at all times while on campus or participating in a school-sponsored activity.

Role and Staff Direction

Volunteers serve under the direction of teachers, school staff, and site administration. Volunteers are expected to support students in a respectful, patient, professional, and inclusive manner.

Volunteers may assist with classroom activities, school events, field trips, and other approved activities only as directed by school staff. Instructional decisions, student discipline, grading, evaluation of student work, and communication with parents/guardians remain the responsibility of school staff.

Volunteers may be asked to attend a school site orientation or training related to their volunteer role.

Confidentiality and Student Privacy

Volunteers must protect confidential student information consistent with FERPA, District policy, and school expectations. Student information may include academic performance, behavior, attendance, disability, health, family circumstances, or any other personal information learned while volunteering.

Volunteers may not discuss or share student information with anyone other than appropriate school staff.

Children While Volunteering

Volunteers may not bring non-school-age children or other minors with them while volunteering or participating in school-sponsored activities, unless specifically approved by school administration.

Safety Concerns and Reporting

Volunteers must promptly report safety concerns, injuries, inappropriate conduct, suspected student welfare concerns, or situations requiring student redirection or discipline to a teacher, school administrator, or other appropriate school staff member.

Volunteers who complete Mandated Reporter Training must also follow the reporting procedures provided in the training and any related District direction.

Emergency or Escalated Situations

If a student becomes upset, escalated, or unsafe, volunteers should remain calm and immediately seek assistance from school staff.

Volunteers should not physically intervene in student fights, confrontations, or unsafe behavior. When safe to do so, volunteers may call for help, direct nearby students away from the area, and follow staff direction until school staff arrive.

Field Trip and Off-Campus Safety

Volunteers serving as field trip or overnight chaperones must follow all school and District expectations for supervision, student safety, and communication.

Chaperones should keep assigned students with the group, conduct regular head counts and visual checks, and immediately report missing students, injuries, behavior concerns, or safety concerns to the teacher or trip leader.

SECTION 7: APPENDIX

Appendix A: Volunteer Application Submission

Welcome to the OMSD Volunteer Application

All volunteer applicants must complete an annual online volunteer application through the District's Volunteer Management System before beginning volunteer service.

Before starting the application, please review the volunteer levels below and have the required documents and training certificates ready. **Applications cannot be reviewed until all required information and documents are submitted.**

Step 1: Identify Your Volunteer Level and Have Required Items Ready Before You Begin

All volunteers need:

- A. Valid California Driver's License or California ID.
- B. Negative tuberculosis (TB) clearance prior to initial volunteer service and every four years thereafter,

Level 2 Field Trip Chaperones Must Complete all Level 1 requirements, **plus:**

- C. Mandated Reporter Training Access the training at: [Mandated Reporter Training](#).
You may also scan the QR code. Please note your username for future access.



Level 3 Overnight Chaperones Must Complete all Level 2 requirements, **plus:**

- D. Live Scan fingerprint/background clearance (NOTE: After you submit your application, school or District staff will review your requested volunteer level and contact you for Live Scan fingerprinting.)

Step 2: Complete the Online Application

Visit the OMSD [Volunteer Application](#) or by scanning the QR code:



After submission, the school and District will review your application and required clearances. You may not begin volunteering until you have been approved by the school or District.

Submitting an application does not guarantee approval, a specific assignment, schedule, or classroom placement. Volunteer opportunities are based on school needs, student needs, available space, and the type of support requested.

For questions or assistance, please contact your school office or the Office of Child Welfare, Attendance & Records.

(ALL VOLUNTEERS MUST COMPLETE AND SIGN APPLICATION ANNUALLY)

Legal First Middle Last Name:		AKA/Maiden Name:	
Address, City, Zip & State:			
Date of Birth:		Sex (check): Male _____ Female _____	
Driver's License/ID #: & Expiration		Have you ever lived outside of CA in the past five years: Yes _____ No _____	
Affiliation:		If current employee, please list work site and employee ID	
Phone #:		Email Address:	
Emergency Contact Name:		Emergency Contact Phone #:	
School you wish to volunteer for:		Child's class teacher name:	
Why are you applying to be a volunteer:			
Please Note: In accordance with Penal Code 626.7 the principal or designee has the right to request any individual who causes disruption with aggressive or offensive behavior to be prohibited from entering a school ground. Additionally, pursuant to Penal Code 626.81 , any person required to register as a sex offender is prohibited from serving as a volunteer for any school sponsored activity within the district.			
Criminal History: Have you ever been convicted of a felony or misdemeanor (Do not include juvenile convictions)? YES ____ NO ____ If yes, explain in full detail below (include additional information on additional pages or back of the form, if necessary)			
Date(s):	City & State:	Conviction(s) – Prior & Pending:	Sentence
VOLUNTEER STATEMENT OF RESPONSIBILITIES AND COMMITMENT: <i>As a volunteer serving the Ontario Montclair School District I agree to attend any orientation or training necessary for my assignment, to keep all school and student information confidential, to abide by all school rules and board regulations applicable to me, and to inform the principal/designee in advance if I must be absent. I understand that I may be required to provide fingerprints and other personal information to the Ontario Montclair School District and that a criminal background check may be conducted. I further understand that my failure to disclose accurate and complete information is cause for rejection of my volunteer application.</i>			
Applicant Signature:			Date:
THIS SECTION IS FOR OFFICE USE ONLY			
LEVEL 1 CLEARANCE	California Driver's License/CA I.D./Attestation Current and Attached? YES _____ NO _____ Is this applicant a district employee? YES _____ NO _____ If yes, what position? _____ Megan's Law Clearance Current? YES _____ NO _____ Clearance Date: _____		
	LEVEL 2 & 3 CLEARANCE		
California Driver's License/CA I.D./Attestation Current and Attached? YES _____ NO _____ Is this applicant a district employee? YES _____ NO _____ If yes, what position? _____ Megan's Law Clearance Current? YES _____ NO _____ Clearance Date: _____ TB or Chest X-Ray Current? YES _____ NO _____ Clearance Date: _____ Renewal Date: _____ _____ Live Scan Clearance Current? YES _____ NO _____ N/A _____ Clearance Date: _____			
Principal Signature of Approval:			Date:

Appendix B: Volunteer Code of Conduct Acknowledgment

Volunteers are expected to model respectful, responsible, and professional behavior. Students observe and learn from adult behavior, and every volunteer is expected to support a safe, welcoming, and inclusive school environment. Volunteers serve under the direction of school staff and site administration. Volunteers may not substitute their personal judgment for school rules, staff direction, or District policy.

As a volunteer, I shall:

- ☐ Follow the direction of teachers, school staff, and site administration.
- ☐ Attend any orientation or training regarding my volunteer role when requested by school or District staff.
- ☐ Support students in a respectful, patient, professional, and inclusive manner.
- ☐ Promptly notify school staff when a student needs redirection, correction, or discipline, and I shall follow staff direction.
- ☐ Maintain student confidentiality by keeping student information within the school setting and sharing it only with appropriate school staff.
- ☐ Promptly report concerns related to student welfare, safety, injuries, or inappropriate conduct to school staff or administration.
- ☐ Assist with classroom activities only as directed by certificated staff.
- ☐ Defer to certificated staff for academic instruction, instructional decisions, grading, student evaluation, and parent/guardian communication.
- ☐ Remain in approved areas, follow the supervision requirements for my volunteer level, and avoid isolated one-on-one situations with students.
- ☐ Keep students within public view, use designated adult restrooms, and follow staff direction regarding student restroom procedures.
- ☐ Provide food, treats, gifts, or medication to students only when approved by school staff.
- ☐ Take photos or videos only when directed by staff and only for approved school or District purposes.
- ☐ Communicate with students only through approved school or District-authorized methods and only as authorized by site or District staff.
- ☐ Follow all District policies, procedures, and applicable laws.

Volunteer Name

Volunteer Signature

Date

Appendix C: Volunteer Participation in Activity, Hold Harmless, & Medical Treatment Authorization

Date:	Authorized Activity <i>(be specific):</i>
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Medical Treatment Authorization

I understand that this activity could cause illness and/or injury. 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.

Waiver, Release, and Indemnity Agreement

As a condition of my participation as an Ontario-Montclair School District (District) volunteer in this activity, I acknowledge that the District does not provide any type of insurance including liability, property, or medical coverage for volunteers for any death, bodily injury, personal injury, or illness, or any loss to property sustained during my course as a District volunteer.

I agree to waive all claims against Ontario-Montclair School District and to indemnify and hold District, its officers, agents, and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against the District or that any other person or entity may have against the District because of any death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above-described activity. This waiver shall not apply to any occurrences that may arise solely out of the negligence of the District, its employees or agents.

Medical Information & Health Status *(Check one)*

☐ **No Special Health Needs:** I have no special health needs the staff should be aware of, and no medication is required during this activity.

☐ **Medications Required:** I verify that I am medically fit to participate in this activity. I am prescribed and may take the following medications during my volunteer service: _____

Insurance & Emergency Contact Information

Family Medical Insurance Carrier:	Policy / Group Number:
Emergency Contact Name (Print):	Relationship:
Home / Cell Phone:	Work Phone:

Acknowledgment & Signature

By signing below, I express my understanding and intent to enter into this Release and Waiver agreement willingly and voluntarily.

Volunteer Name (Print):	Signature:	Date:
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Appendix E: Frequently Asked Questions (FAQ)

How will I know the status of my application?

The volunteer approval process typically takes 1-3 weeks, although processing times may vary depending on individual circumstances and the completeness of the application. Once your application has been reviewed, you will receive an approval or denial notification by email from Raptor.

If an expedited clearance is needed for a specific circumstance, we will work with volunteers and school sites on a case-by-case basis when possible. However, we strongly encourage all applicants to plan ahead and submit their applications well in advance of any school activities or events they wish to attend.

I was cleared to volunteer, can I just show up to my child's school and volunteer?

Being approved as an OMSD volunteer does not authorize individuals to independently report to a school site and begin volunteering. Volunteer opportunities and assignments are determined and coordinated by each school site based on their needs.

Approved volunteers must be invited or assigned by the school site and should coordinate volunteer activities through the site's designated staff member (i.e. site administrator, teacher, front office staff).

Volunteer service is provided at the discretion of-site Principal/Administrator, and volunteer services may be modified or terminated at any time.

What should I do if I want to apply to more than one school?

If you are approved to volunteer at one school and would like to volunteer at another school site, please contact the Volunteer Coordinator at the additional school. They will submit a request to the Volunteer Coordinator to add the site to your volunteer clearance.

Parent and guardian volunteers may only be approved to volunteer at schools where their child is currently enrolled during the current school year. Please do not select schools your child may attend in future years, as this can cause confusion and delay the approval process. As students transition to a new school, your volunteer clearance can be easily updated to reflect your new volunteer location.

Please allow **1–3 weeks** for site changes to become active in the volunteer system.

What is the process for Current OMSD employees?

As an OMSD employee, you are already required to maintain current TB clearance and complete Mandated Reporter Training as part of your employment. Therefore, the only additional step required to become an approved volunteer is to complete the OMSD Volunteer Application.

What is the process for retired/previous OMSD employees?

Former OMSD employees who wish to volunteer with the district must complete the volunteer background check process. We greatly appreciate our retired and former employees who continue to support our schools through volunteer service and have worked diligently to make the volunteer clearance process as simple and user-friendly as possible

Why am I receiving emails to volunteer from other school sites?

You may be receiving emails from other school sites because multiple schools were selected on your volunteer application. To avoid receiving unnecessary emails and notifications, please only select the schools where your child is currently enrolled and where you plan to actively volunteer during the current school year.

Selecting schools your child does not attend or may attend in future years can result in you being listed as an active volunteer at those sites and receiving communications from them unnecessarily.

It is also important to update your volunteer sites as your child transitions from one school to another. Please remove schools your child no longer attends and add their new school so that you are only listed as an active volunteer at your child's current school site.