



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). 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). 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). 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).

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

- 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/dr/>.

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.