

FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT

Community Relations

AR 1240(a)

VOLUNTEER ASSISTANCE

The Governing Board encourages parent and community participation in the programs of the district. Volunteers are considered an asset to the district. For the purpose of processing, there are two categories of volunteers (see Exhibit 1240).

Each school principal shall encourage volunteers at the school site. Interested persons will receive a site orientation, including training in appropriate behavior, dress, language, and confidentiality. When the above orientation is completed, the volunteer will complete the appropriate volunteer application and an emergency card. Category 2 Volunteers will be informed as to how to obtain a TB test, fingerprints (including background check), and photo identification (done by Transportation Dept).

No Category 2 Volunteers will be assigned until the application has been filed with the Personnel Department, and the volunteer has completed the procedures listed herein.

Custodial parents, guardians, and extended family (relatives) of students are encouraged to participate in Category 1 activities at their child's school. No fingerprint checking is required for occasional volunteering when in the view of the teacher.

Category 2 Volunteers are those who volunteer on a regular basis with individual students or small groups of students, sometimes out of the teacher's view. They shall receive training at the site, using the Volunteer Orientation Handbook, covering at least the following topics:

- Child Development
- Child protection responsibility
- Appropriate student interactions
- Appropriate behavior, dress, and language
- Conflict resolution and student conduct
- Universal health precautions
- Specific instruction in the activity to be assigned
- Opportunities to volunteer at the site
- Expectations of volunteers

VOLUNTEER ASSISTANCE (continued)

Upon request by the volunteer, the cost of fingerprinting and checking of Category 2 Volunteers will be reimbursed by the district after 20 hours of service.

The site principal has the right to refuse any volunteer at his/her school; the teacher may exclude a volunteer from his/her classroom; the Superintendent may exclude a volunteer from the district.

Volunteers shall not be used in the place of regularly assigned employees.

A site principal or program manager may request an exception from the administrative regulations for individual cases. The request must be presented to and approved by the Superintendent or designee.