

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

Personnel

VOLUNTEERS

AR 4050

Board of Education 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 District Volunteer Overview Chart, attached).

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 & student conduct
- Universal health precautions
- Specific instruction in the activity to be assigned
- Opportunities to volunteer at the site
- Expectations of volunteers

The cost of fingerprinting and checking of Category 2 Volunteers will be reimbursed by the District after twenty (20) hours of service. (Schools may provide fingerprinting fee payment vouchers upon request and approval.) The Personnel Department may accept documentation from employers that the individual has met all employment standards, including background check.

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.

DISTRICT VOLUNTEER OVERVIEW CHART

Category 1

Examples:

- Room parent
- Carnival volunteers
- Science fair volunteers
- Dance chaperones
- Day field trip chaperones
- One-time classroom volunteer
- High school student volunteer
- Business volunteers*
- AmeriCorps members (already background-checked before placement) *
- In-classroom volunteer within sight of teacher *
- Active employee of law enforcement agencies
- Volunteer with current CA Credential

Category 2

Examples

- Classroom volunteer (outside teacher’s view)
- Adult safety patrol volunteer
- Club sponsor
- Sports team volunteer (e.g., coach)
- Business volunteer (without statement of previous clear background check from employer)
- CalWorks volunteers
- Overnight field trip chaperones
- Student mentor

No training or background checking required.

Category 1 Volunteer application

- * TB clearance is required
- * Emergency card is required
- * Read the “Volunteer Orientation Handbook”

Fill out Category 2 Volunteer Application

- * Fingerprints; background check or Personnel Department-approved alternative.
- * TB Clearance
- * Emergency Card
- * Photo ID
- * Name and assignment entered into District Volunteer Database.
- * Read the “Volunteer Orientation Handbook”