

# FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT



# Volunteer Handbook

**Human Resources Department  
1965 Birkmont Drive  
Rancho Cordova, CA 95742  
<http://www.fcusd.org>**

## **Nondiscrimination Statement**

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s) and Equity Compliance Officer(s): Don Ogden, [dogden@fcusd.org](mailto:dogden@fcusd.org) and Shannon Diaz, [sdiaz@fcusd.org](mailto:sdiaz@fcusd.org), 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000.**

Revised January 2024

We are grateful for our volunteers and we are proud to have them on our campuses. With their help, our students' opportunities for success and achievement will be enhanced.

## **VOLUNTEERS MAKE A DIFFERENCE!**

There are many reasons to volunteer. VOLUNTEERS truly make a difference. Before deciding where or in what capacity one would like to serve as a volunteer, think about what contributions can be made to the school. It is important that volunteers enjoy what they are doing in this capacity.

### **Getting Started!**

#### **Opportunities to Volunteer at the Site**

**CLASSROOMS** – Classroom volunteers tutor students, copy papers for teachers, read to students and listen while students read out loud, correct papers, put up bulletin boards, cut out letters and shapes for bulletin boards, file papers, supervise small groups while teacher is instructing other students.

**FIELD TRIPS** – Each volunteer may be assigned a group of students that he/she will monitor for the entire field trip.

**For insurance reasons, volunteers are expected to make alternate plans for the care of younger siblings or other children. They are not to accompany in any volunteer capacity.**

**SITE COUNCIL** – Their job is to help write the Single Plan for Student Achievement (SPSA). This document represents a school's cycle of continuous improvement of student performance. The annual process of developing, reviewing, and updating the SPSA includes a comprehensive review of data and the development of actions necessary to achieve school goals. The plan also addresses funding and proposed expenditures related to state and federal categorical programs. The SPSA contains the School Action Plan, Safe Schools Plan, School Parental Involvement Policy, and Home-

School Compact. Each year, the School Site Council and the local governing board approve the SPSA.

### **Other opportunities:**

**PTA/PTO/PTSA** – PTA/PTO/PTSA volunteers assist with the special events at their sites such as carnivals, fundraising events, Red Ribbon, etc. This does NOT involve direct or unsupervised contact with students, and therefore volunteer requirements do not apply.

**\*\*School-Connected Groups**, such as PTAs, PTOs, Booster Clubs, etc. have plenty of opportunities to volunteer (see Board Policy 1230 for detailed information). These organizations support the District’s educational and extracurricular programs.\*\*

**After-School Clubs and Teams:** Assist with tutoring, homework, sports, arts, or community activities.

## **General Procedures for Volunteers**

### **Volunteers must:**

- Review FCUSD Volunteer Handbook and be classified as a Category 1 or Category 2 volunteer

#### *Category 1 Examples:*

- Room parent
- Carnival volunteers
- Science fair volunteers
- Dance chaperones
- Day field trip participants (accompanied with a Certificated staff member)
- One-time classroom volunteer
- High school student volunteer

#### *Category 2 Examples:*

- Classroom volunteer (regular volunteer)
- Day field trip chaperones (out of supervision of teacher)
- Adult safety patrol volunteer
- Club sponsor
- Business volunteer
- Overnight field trip chaperones
- AmeriCorps members (already background-checked before placement)

You will need to complete a volunteer application **PRIOR** to volunteering in our schools. There are two categories of volunteers depending on the type of contact you have with students.

**ALWAYS check in and out of the office. Always wear the volunteer badge each time on campus.**

Category 1 Volunteers are not permitted to be alone with students out of the direct supervision of the teacher. **You must complete the following:**

- Category 1 Form and sign the Volunteer Handbook Acknowledgement form.

Category 2 Volunteers may supervise small groups of students in class or on school bus activities away from campus, or who, at any time, are alone with students outside the supervision of a certificated school employee. **You must complete the following:**

- Category 2 Form and sign the Volunteer Handbook Acknowledgement form.

Once volunteer status has been approved, please check with the school staff to review the Volunteer Handbook and learn site procedures, which may include:

- Campus tour
- Sign in procedures
- How to operate school equipment
- Review the school handbook (rules, schedules, staff names)
- Emergency procedures
- Where to put personal items
- Location of adult restrooms
- Staff lounge expectations and procedures

## **Emergency Procedure Checklist Information**

The FCUSD Safety Committee works with both Folsom and Rancho Cordova Police Departments as part of our ongoing effort to ensure campus safety. Collectively, we have developed the Emergency Procedure Checklists. This quick reference tool provides uniform language with instructions on what to do in specific emergencies. The entire district will use these three terms to categorize emergency announcements. There are no code words or phrases. We will utilize this terminology for clear communication and to minimize confusion.

# EMERGENCY PROCEDURES AT A GLANCE

## FIRE / EVACUATION

- Take necessary emergency materials (red folder, emergency bag, medications, etc.)
- Form your group in a single file line
- Open the door and confirm no immediate danger**
- Proceed with group to the appropriate evacuation area
- Report status of all students in your presence via CATAPULT (backup with paper roster from red folder if necessary)
- Use *status cards* in addition to CATAPULT (if applicable)
- Monitor CATAPULT and/or listen for further instructions

## SHELTER-IN-PLACE

- Lock all doors
- Remain calm and continue teaching
- Students' cell phone should remain off
- Stay away from doors and windows
- Refrain from movement in and out of classrooms**
- Report status of students/staff in your presence via CATAPULT
- Check CATAPULT, email, or text for updates
- Listen for further instructions
- During Passing Period / Lunch*
- Go back to your LAST classroom
- Listen for further instructions

## LOCKDOWN / ACTIVE SHOOTER

### RUN, HIDE, FIGHT

- Lock and barricade all doors
- Close windows, shade, blinds – AVOID BEING SEEN FROM OUTSIDE THE ROOM
- Hide behind furniture if possible
- SILENCE PHONES, do NOT post on social media**
- Remain calm and quiet
- Do NOT use status cards
- Identify items to use as “defense weapons”
- Report via CATAPULT only known imminent threats or medical injuries
- Monitor CATAPULT for further instructions**
- Wait for law enforcement/FCUSD Administration to unlock your classroom
- As a last resort, prepare to fight
- If you are OUTDOORS and cannot RUN off campus to safety, find a place to hide that will provide cover and concealment (brick/stone wall, large tree, buildings)

## **Child Protection Responsibility**

Volunteers are not considered “mandated reporters” under California law, but volunteers should be aware of child abuse reporting requirements for school employees.

School personnel must report:

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

School personnel are as defined: teacher, administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee of any public school; legal definition also includes Head Start teachers. All school personnel are mandated reporters for suspected child abuse.

If a volunteer becomes aware of suspected child maltreatment, report the observations to the supervising teacher or site administrator immediately.

## **Appropriate Student Interactions**

- Be courteous and model respect to others
- Protect and respect school property
- Help children develop independence. Please do not do for them what they could or should do for themselves.
- Use positive comments whenever possible
- Be patient, fair, and firm
- Model use of PLEASE and THANK YOU
- Model the best English possible. Avoid slang, vulgarity, and abusive or profane language
- Do not touch students inappropriately
- Do not take photos of students

## **Appropriate Behavior, Dress & Language**

Please have cell phones on vibrate while volunteering in the classroom. Personal calls or texts while performing volunteer duties are acceptable only in **emergency situations**.

Staff, students, and volunteers are to dress appropriately for working and learning at school. Dress standards are designed to contribute to a safe and positive learning environment.

- Personal cleanliness and neatness are expected
- Shirts must be worn with no midriff exposure
- No spaghetti straps or see-through fabrics
- Shoes must be secured to the feet and need to be suitable for working with children

- No clothing, jewelry, hats, or bandanas are allowed that display any drug, alcohol, sex, violence, or gang message or logo
- No clothing, accessories, or body adornment which can distract students from learning
- Any person showing up to volunteer in inappropriate attire will be asked to leave and return in more suitable clothing

PLEASE REMEMBER THAT FOLSOM CORDOVA IS AN ALCOHOL, TOBACCO,  
AND DRUG FREE SCHOOL DISTRICT.

This also applies to all FIELD TRIPS.

### **Conflict Resolution**

**Conflicts:** During the time on campus as a volunteer, it is possible one may encounter conflicts between students. All sites have a procedure to deal with conflicts between students. Please follow site conflict resolution procedures.

**Rules and information regarding your specific site and/or department will be covered at your site orientation**

### **Universal Health Precautions**

#### **GOOD HYGIENE IS THE BEST WAY TO PREVENT SPREADING GERMS**

California Occupational Health Agency (Cal OSHA) requires that schools implement procedures regarding the handling of body fluids.

THE BODY FLUIDS OF ALL PERSONS SHOULD BE REGARDED AS POTENTIALLY INFECTIOUS.

The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions such as nasal drainage and saliva and breast milk. In most cases as a volunteer, this usually means blood or drainage from scrapes and cuts, or respiratory secretions.

**UNIVERSAL PRECAUTIONS** should be used in all settings involving any possible body fluids from one person that may be touched by any other person. In the school setting, those precautions include; good hand washing, wearing of protective gloves, careful trash disposal.

Thorough hand washing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygiene.

## FIRST AID INVOLVING BODY FLUIDS

- Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended. To the extent practicable, use running water, liquid soap, and disposable gauze, towels, or tissues.
- Disposable single-use gloves should be used when contact with body fluids is anticipated (such as a bloody nose, diapering). Gloves should be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and athletic training rooms.
- Any soiled clothing should be placed in a separate plastic bag, sealed, and labeled with the student's name. Send the bag home with student.

## SERIOUS INJURY/ILLNESS/SHOCK:

- KEEP CALM. Call for assistance. Send someone to notify nurse or principal.
- Assess the situation. Is the scene safe? Will you or the student/victim incur further injury?
- Contact the supervising teacher and/or administrator/nurse for assistance with care.
- Before calling 911 contact the site administrator, or designee.
- Do not move the person until extent of injury is determined.
- Tell the student you are going to check them. Ask what happened.
- Reassure the ill/injured person. Keep bystanders away.

## Volunteer Ethics

These statements and recommendations help make the school's expectations of volunteers explicit in order to avoid misunderstandings or wasted talents.

### **Commitment and Dependability:**

Determine the number of hours of volunteer time. Make a commitment to follow the schedule as if it were a paid job. If one cannot attend, let the parent coordinator know as far in advance as possible.

### **Confidentiality:**

Discuss any problem with the teacher. Do not discuss any children or their problems outside the classroom.

Volunteers are required by federal law to keep all student information that they obtain while working as a volunteer for the district confidential. Student information includes, but not limited to, academic, medical and personal information. In addition, volunteers **cannot take photos** or share student work without parent/guardian written permission. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability.





# Workers' Compensation Coverage and Injury Reporting Guide for Authorized Volunteers

Folsom Cordova Unified School District provides workers' compensation coverage for authorized volunteers through Schools Insurance Authority (SIA).

This communication is intended to provide our volunteers with information on how to report a work-related injury or illness and what you can expect from SIA.

Injuries are reported to SIA through their Early Intervention Nurse (EIN) Hotline.

## Work-Related Injury/Illness Reporting Instructions:

### If an Emergency (life threatening injury/illness):

- **Call 911** or have someone take you to the nearest hospital.
- As soon as possible report the injury/illness to your supervisor, or
- Contact the District's Workers' Compensation Analyst to report the injury/illness.
- Your supervisor or the district will call the **EIN Hotline (877) 742-3467** on your behalf.

### For Non-Emergency injuries/illnesses:

- Employees should immediately report work injuries/illnesses to their supervisor.
- After reporting to your supervisor, call the **EIN Hotline (877) 742-3467**.

## What to Expect:

When you call the EIN Hotline, you will be speaking with one of SIA's qualified Registered Nurse who will be asking you questions to gather the information needed to complete a medical triage and work with you to determine if formal medical care is needed. If formal medical care is needed, the nurse will arrange your initial medical appointment and provide you with the date/time and location of the medical appointment.

After the initial medical appointment, the physician will assess your injury/illness, provide a treatment plan, address your work status, and if needed, schedule your next follow-up appointment.

After each medical appointment, you will be given a work status report from the physician. The work status report should be provided to your supervisor on the same day, whenever possible, or at the beginning of the next workday.

Your supervisor and the district will review all medical work restrictions and work diligently to accommodate them.

SIA will mail you informational material regarding workers' compensation, your claim number, and the claims examiner's contact information.

## **THIS IS EXTREMELY IMPORTANT!**

If parents ask questions putting the volunteer in the position of breaching confidentiality, ask them to take their questions to the teacher or principal.

### **Child Development**

All children do not develop at exactly the same rate. There are general developmental stages that can be anticipated; however, exceptions can almost always be expected.

Listed below are some of the more common developmental stages. This is not intended to be all-inclusive, but rather a sample of development. Boys and girls will differ to some extent.

#### ***4-5 years or preschool students:***

Most students are shy. They function as individuals that are brought together in a group. (They participate in parallel play.)

#### ***5-6 years or kindergarten students:***

Most students behave similarly to preschool students. They are involved in more social activities, are more aware of friends. They are sensitive to criticism.

#### ***6, 7 & 8 years, primary grade students:***

Students are responsive to adults and other students. Generally, they try to follow rules and are very sensitive to rule infractions. The girls are very responsive to teachers and other adults. Boys want to play and are beginning to become particularly aware of their strength.

#### ***8, 9 & 10 years, intermediate grade students:***

Students are collecting into groups of friends. Girls are more aware of fashion and peer approval. Boys care little about cleanliness. Sports and recreation and action are most important to the boys. Students this age have a strong social conscience and care very much about the hurt dog, etc., etc.

#### ***10, 11, 12 & 13 years, middle school students:***

At this age the peer group is most important, even more important than family. Belonging and having friends are very important. Girls are maturing fast physically and are often taller than the boys. The students have short attention spans and often go back and forth between child-like behavior and young adult behavior.

#### ***13, 14 & 15 years, early high school students:***

Students are still very peer oriented. Style is important. They spend longer time intervals thinking and acting like adults. They have need for long periods of sleep. They have little regard for adult rules. They are developing their own opinions and prefer to try them out in the real world. All values need to be tested before they are accepted. They are reaching sexual maturity and are learning to deal with their own feelings and the expectations of the social mores. They look forward to the freedom they expect as adults and the constraints of values.

#### ***15, 16, 17 & 18 year, high school juniors and seniors:***

They spend longer times as adults and begin to make more adult decisions. They can be very moody and even suicidal. Their future decisions are of concern; meeting high expectations causes frustration and doubts about their abilities.

# Folsom Cordova USD

## Board Policy

### Volunteer Assistance

BP 1240

#### Community Relations

The Governing Board recognizes that volunteer assistance in schools can enrich the educational programs, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee-negotiated agreements.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(cf. 0500 - Accountability)

## Qualifications

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

### Legal Reference:

#### EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45125.01 Interagency agreements for criminal record information

45340-45349 Instructional aides

45360-45367 Teacher aides

48981 Parental notifications

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

#### GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

12940 Prohibited discrimination and harassment

#### HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

#### LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3352 Workers' compensation; definitions

3364.5 Persons performing voluntary services for school districts

#### PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

626.81 Sex offender; permission to volunteer at school

#### CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

#### UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

#### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

### Management Resources:

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

### Policy FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

adopted: January 2010 Folsom, California

revised: October 24, 2013

revised: May 7, 2015

# Folsom Cordova USD

## Administrative Regulation

### Volunteer Assistance

AR 1240

### Community Relations

#### Duties of Volunteers

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students, and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. (Education Code 35021, 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work that assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)

3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)

4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"

5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

(cf. 4217.3 - Layoff/Rehire)

#### Basic Skills Proficiency Requirement

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

(cf. 4212 - Appointment and Conditions of Employment)

#### Criminal Background Check

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity

Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)  
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)  
(cf. 6145 - Extracurricular and Co-curricular Activities)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021.

### **Registered Sex Offenders**

The Superintendent or designee requires all volunteers to disclose whether they are a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

### **Tuberculosis Assessment/Examination**

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

### **Volunteer Facilities Projects**

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal and Director of Maintenance or Director of Facilities in advance. Projects shall be approved in advance by the Superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling, or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 7140 - Architectural and Engineering Services)

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. 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.

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, background check, and Volunteer Photo ID Badge.

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.

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:

1. Child Development
2. Child protection responsibility
3. Appropriate student interactions
4. Appropriate behavior, dress, and language
5. Conflict resolution and student conduct
6. Universal health precautions
7. Specific instruction in the activity to be assigned
8. Opportunities to volunteer at the site
9. Expectations of volunteers

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.

Regulation FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

approved: January 28, 2010 Folsom, California

revised: October 24, 2013

revised: May 7, 2015

revised: December 10, 2015

revised: August 12, 2016

# Folsom Cordova USD

## Exhibit

### Volunteer Assistance

E 1240

### Community Relations

#### DISTRICT VOLUNTEER OVERVIEW CHART

Category 1 - No training or background checking required

Category 1 Volunteer application

TB clearance is required

Emergency card is required

Read the "Volunteer Orientation Handbook" and sign agreement

Examples:

Room parent

Carnival volunteer

Science fair volunteer

Dance chaperone

One-time classroom volunteer

High school student volunteer

Business volunteer (under immediate supervision of teacher)

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 - Live Scan or Personnel Department-approved alternative.

Category 2 Volunteer Application

Live Scan or Personnel Department-approved alternative.

TB Clearance

Emergency Card

Photo ID

Name and assignment entered into District Volunteer Database.

Read the "Volunteer Orientation Handbook" and sign agreement

Examples:

Classroom volunteer (outside teacher's view)

Adult safety patrol volunteer

Club sponsor

Day field trip chaperone

Business volunteer (regularly in classroom)

CalWorks volunteer

Overnight field trip chaperone

Student mentor

Exhibit FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

version: June 6, 2000 Folsom, California

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