

# FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT



# Volunteer Handbook

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

Revised September 2016

We are grateful that you have chosen to volunteer, and we are proud to have you on our campuses. With your help our students' opportunities for success and achievement are enhanced.

## **YOU MAKE A DIFFERENCE!**

There are many reasons to volunteer. First and foremost, YOU truly make a difference. Before deciding where or in what capacity you would like to serve as a volunteer, think about what or how you would like to contribute to the school. It is important that you enjoy what you are doing in the volunteer capacity.

### **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 parent is assigned a group of students that they will monitor for the entire field trip.

Category 1 forms must be on file for parent volunteers but, Category 1 Volunteers are not permitted to be with students out of the direct supervision of the teacher. Volunteer Agreement Form must be on file with the school office.

Category 2 forms must be on file for parent volunteers who 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. Volunteer Agreement Form must be on file with the school office.

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

### **Other opportunities:**

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

**PTA/PTSA Events:** assist with carnivals, event nights, sales events, fund-raising events, and so on.

## MORE Parent Involvement Opportunities

The following do not involve direct contact with students, and the volunteer requirements do not apply.

**PTA/PTSA** – PTA/PTSA volunteers help get room parents for teachers, assist with the special events at their sites, fundraising, Red Ribbon, etc.

**SITE COUNCIL** – Their job is to help write the Single Plan for Student Achievement (SPSA). This is a document that 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.

## General Procedures for Volunteers

### Volunteers must:

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

#### *Category 1 Examples:*

- Room parent
- Carnival volunteers
- Science fair volunteers
- In-classroom volunteer within sight of teacher
- Dance chaperones
- Day field trip participants (within teacher's supervision)
- 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)

- Category I (Always under direct supervision)**

You don't need to background check, you are a one-time volunteer used for a specific event (ie: reading to the class, career day, class party, etc.) If site requires, you may come to ESC for a picture badge

- Fill out Category I application
- Return completed application to site with proof of current TB clearance
- Application is approved by principal

❑ **Category 2 (May be occasionally unsupervised with students)**

- Fill out Category 2 Application
- Return completed application to school site with proof of current TB clearance. PPD no longer required. We can accept a PPD Test, but the minimum requirement is now an Adult TB Risk Assessment Questionnaire to be completed by a medical professional. District will still offer this service.)
- Application is approved by principal
- Bring completed, signed and dated Category 2 Application to the Education Services Center or Cordova Lane Center
- You will be asked to complete the LiveScan application
  - Please have your driver's license or ID with you when you come to pick up your LiveScan form
  - If you have lived out of the state of California during the last 1 to 4 years you will be expected to pay **\$17.00** when you complete your paperwork (this covers the additional cost of the required FBI background check) PLEASE bring a check or money order.
  - FCUSD pays for the cost of the Department of Justice background check. You will be required to pay the cost of the LiveScan location you choose
- At the time you complete the LiveScan paperwork, your picture will be taken for your Volunteer Badge

**(NOTE:** Education Code 45125 requires that your background check include a criminal offender records information check with the Department of Justice)

- Following a review of the DOJ and FBI background checks, your name will be added to the approved volunteer list
  - You can contact your school site to check if your name has been added, but please do not call the ESC directly. Our policy is to speak **ONLY** with school personnel. This is to protect your privacy as ESC cannot know who is on the phone to verify your identity
- Your volunteer badge will be sent directly to your school office when it is completed

**Note:** You are to wear this badge each time you are on campus. You will pick up your ID badge from the office when you come onto campus for volunteering and return it back to the office when you leave. Whenever you are on campus, you must check in and out of the office.

Once your volunteer status has been approved, please check with your school staff to see when the next orientation is planned. At this orientation you will:

- Review this Volunteer Handbook.
- Learn site procedures which may include:
  - A tour of the campus
  - Signing in procedures
  - Learning where your volunteer assignment will take place
  - Learning the volunteer tasks
  - Learning how to operate the school equipment
  - Review the school handbook (rules, schedules, staff names)
  - Where to put personal items
  - Location of adult restrooms
  - Staff lounge expectations and procedures

## Specific Instruction in the Activity to be Assigned

(This page is for recording information from the site's volunteer training/orientation session.)

1.

2.

3.

4.

5.

6.

Name of supervising teacher:

Name of site administrator:

Name of parent coordinator:

Number to call if unable to keep schedule:

# INSTRUCTIONS FOR PARENT VOLUNTEERS DURING EMERGENCY SITUATIONS

## LOCK DOWN/ARMED INTRUDER

- Go to closest lock down room or location
- **Assist teacher and/or staff:**
  - Lock and barricade doors
  - Close, lock, and cover windows
  - Turn off lights, stay low and quiet
  - Silence cell phones, computers, Ipads
  - Stay away from doors and windows
  - Make decisions based on situation
  - Remain calm and in charge
  - Wait for law enforcement to unlock doors

## EVACUATION/FIRE ALARM

- If you are outside the classroom:
  - Scan area for potential hazards and select a safe route for evacuation
- If you are in a classroom, assist teacher with fire drill protocol
  - Take class lists, emergency cards or other important student information
  - Exit classroom safely and proceed to designated area
  - Close doors and do not lock doors leading to fire area
  - Notify appropriate personnel of missing students
  - Wait for further instructions from office, first responders or wait for the “all clear” signal

## STAY PUT/HOLD AND SECURE

- If you are outside the classroom:
  - Go to the closest secure location or room
  - Close and lock all windows
  - Continue classroom activities as usual
  - Wait for “all clear” or further instructions from the office

## **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 defined as 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 you become aware of suspected child maltreatment, report your observations to your supervising teacher or site administrator.

## **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.
- Demonstrate to children that they have worth and are special
- 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 use “put down” phrases, like “that was stupid,” or “shut up”)
- Do not touch students inappropriately
- Find ways to make each child belong

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

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. Each school has its own dress code but the following are commonsense, general rules:

- 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 your time on campus as a volunteer, it is possible you will 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**

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.

#### **HAND WASHING**

- 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.
- All staff/volunteers must wash their hands in the following circumstances:
  - Before handling food, drinking, eating
  - After using the restroom
  - After contact with body fluids or items soiled with body fluids
  - After touching or caring for students, especially those with nose, mouth, or other discharge

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

The best way to prevent getting sick and spreading germs is to:

1. Cover your nose and mouth with a tissue when you cough or sneeze
2. Throw the tissue in the trash after you use it
3. Wash your hands often with soap and water, especially after you cough or sneeze
4. Alcohol-based hand cleaners are also effective



5. Try to avoid close contact with sick people
6. If you get sick, CDC recommends you stay home from work and limit contact with others to keep from infecting them
7. Avoid touching your eyes, nose or mouth – Germs spread that way

For more information about the H1N1 virus in Sacramento County, visit the Sacramento County Public Health web site at [www.SCPH.com](http://www.SCPH.com)

### **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.

### **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.

## **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 you can volunteer. Make a commitment to follow your schedule as if it were a paid job. If you 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.

**THIS IS EXTREMELY IMPORTANT!**

If parents ask you questions that would put you in the position of breaching confidentiality, ask them to take their questions to the teacher or principal, and explain that you are not authorized to talk about other children or adults outside the school.

**Staff relationships:**

- Some volunteers are permanent members of the school site adult team, providing a valuable contribution over a number of years.
- Others come and go, making a contribution for a short time.
- Staff relationships deepen over time, as volunteers become known and trusted, and provide a reliable service to children.
- Likewise, a volunteer whose contributions have been recognized and appreciated will likely continue participating in the school life.
- Matching a volunteer's talents and strengths to the school's needs is the goal, and sometimes assignments will need to be changed until a good match is achieved.
- If you feel a "non-match," talk to the parent coordinator about a new assignment.

## 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/lc/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 noninstructional work which 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

revised: January 28, 2010

revised: December 10, 2015



September 2016

**MPN Notification Letter**

Dear Employee and Volunteer,

Your employer has a Medical Provider Network for injuries under Workman's Compensation. This MPN is called "Allied Managed Care/MPN".

Unless you pre-designate a physician or medical group prior to your injury, your work injuries will be treated by providers in the "Allied Managed Care/MPN".

If you have an existing workers' compensation injury, you may be required to change to a provider in the MPN. Please check with your claims adjuster first.

You can also obtain a listing of the MPN by visiting the MPN at <http://www.alliedmanagedcare.com/mpn>, or you may contact a Provider Network Medical Access Assistant at **844-676-4357 (844-MPN-HELP)** Monday through Saturday from 7am to 8 pm pacific time. The Medical Access Assistant is available to assist you with locating a provider in your geographical area that is part of the MPN. The Medical Access Assistant can also assist you in contacting a physician's office, scheduling an appointment within the network or answering any questions or concerns.

Sincerely,

AIMS, AMC, and Schools Insurance Group



## ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receipt from the Folsom Cordova Unified School District of the notification of "WORKERS COMPENSATION MANAGED PROVIDER NETWORK"

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

FCUSD Designee Signature



## VOLUNTEER AGREEMENT FORM

This form should be completed and signed by the volunteer, volunteer's supervisor and site principal after the volunteer has been accepted by the District and completes reading the FCUSD Volunteer Orientation Handbook.

1. Volunteers shall act in accordance with district policies, regulations and school rules. (FCUSD Board Policy 1240)
2. The 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.
3. Volunteer maintenance work shall be limited to those projects who do not replace the normal maintenance duties of classified staff. (FCUSD BP and AR 1240)
4. Volunteers may work short-term projects which enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads, and comply with employee commitments and contracts. (FCUSD Board Policy 1240)
5. Volunteer aides 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)
6. Volunteers may not be provided District computer network access via log in by a District employee. Doing so violates District technology use policies. (FCUSD Board Policy 4040)
7. Volunteers may not access or update student information systems (Power School) or records. Doing so violates student confidentiality and may subject the volunteer supervisor to discipline.
8. Volunteers must ensure student confidentiality and address student conduct or other problems to the teacher or principal.
9. Volunteers must attend a site volunteer in-service to learn local procedures.
10. Volunteers must obtain and wear a District ID badge when on campus.
11. Volunteers may not be asked to perform tasks that are potentially unsafe or put them into a compromising situation.
12. Volunteers may not transport students in any District or personal vehicles.
13. Volunteers may not handle school, PTA or other funds associated with a school site.
14. Volunteers are not considered "mandated reporters" for child protection under California law, but volunteers should be aware of child abuse reporting requirements for school employees. Volunteers should report suspected child maltreatment to the supervising teacher or site administrator.
15. Volunteers are required to engage in appropriate student interactions, behavior, dress and language.
16. Volunteers should feel comfortable discussing questions and concerns about their assignment—including requesting a new assignment—with the volunteer supervisor.

Description of volunteer's assignment (to be completed by volunteer's supervisor). Please attach additional sheet if necessary.


I have read and understand the policies as outlined in this Volunteer Agreement Form and the Volunteer Orientation Handbook.

\_\_\_\_\_  
Name of Volunteer (Print)

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

I have reviewed these policies and the Volunteer Orientation Handbook with this volunteer, and agree to ensure adherence to these policies.

\_\_\_\_\_  
Name of Volunteer's Supervisor (Print)

\_\_\_\_\_  
Signature of Volunteer's Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Principal (Print)

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date