

## ROSEVILLE CITY SCHOOL DISTRICT

### VOLUNTEER PROGRAM POLICIES

The Board of Education recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the relationships between the district's schools and the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. Volunteers are responsible for the cost of fingerprinting.

The Roseville City School District does not want the cost of fingerprinting to be a barrier for you to participate in your child's education. If financial assistance is needed to cover the cost of fingerprinting, you may obtain an application from your local school site to submit to the District Office for consideration. Applicants must have TB clearance and meet the guidelines for income eligibility in order to be considered for financial support.

#### How Do I Sign Up?

If you are interested in volunteering at a school site:

- Contact the individual school directly to obtain information regarding volunteer opportunities available.
- Review the Volunteer Policy Handbook
- Complete Volunteer Application (Category I or Category II)
  - If participating as a Category I Volunteer, submit application to school site
  - If participating as a Category II Volunteer:
    - Obtain fingerprint and TB clearance. Fingerprints must be obtained through RCSD. Current TB clearance, (good for four years from the date issued), can be submitted to the school site.

Volunteers must be cleared by the school and/or District prior to participating in school activities. For liability reasons, volunteers are expected to make alternate plans for the care of siblings. They are not to accompany you in your volunteer capacity.

#### Volunteer Categories

Volunteers in the Roseville City School District are divided into two categories for the purpose of processing.

**Category I:** Volunteers who visit the school on an occasional basis to participate in activities always within view of school staff and are never left alone with students.

Participation as a Category I volunteer does not require fingerprinting or TB testing. School site administrator approves Category I volunteers. Examples include:

- Attendance at classroom/school events, fairs, recognitions, celebrations
- Classroom or lunch time visit on limited basis - few times per year
- Classroom presenters
- Clerical volunteers - copying, collating, filing etc.
- High school student volunteer in high school sponsored program
- Participation in school beautification projects or projects of a limited duration

**Category II:** Volunteers who participate at school or in school activities on a regular basis and who may under the direction of certificated personnel work with students outside the direct supervision of staff. Participation as a Category II volunteer requires fingerprint and TB clearance prior to beginning as a volunteer. School site administrator and District office approve Category II volunteers. Examples include:

- Regularly scheduled classroom/school support (example: Art Docent)
- Supervision of students before school, after school, during breakfast and/or lunch
- Day field trip chaperone
- Overnight field trip chaperone
- Before, during or after school enrichment program supervisors
- Club Sponsors

#### CATEGORY II OPTIONS FOR CLEARANCE.

To be cleared for participation as a Category II volunteers must provide TB clearance and obtain fingerprint clearance. Volunteers who have previously submitted TB clearance or fingerprint clearance, please indicate on Volunteer II form.

#### Tuberculosis Clearance (TB)

Volunteers may submit clearance to the school site office where they will be volunteering. Clearance may be in the form of a tuberculosis risk assessment filled out by a medical professional or a medical note indicating the volunteer is free of TB. Proof of TB clearance should be kept at the school site.

#### Fingerprinting (Volunteer Paid)

Volunteers may obtain fingerprint clearance by obtaining a Fingerprint Clearance form from their local school site or the Roseville City School District office. Volunteers may then take the form to any of Live Scan location. The District will not reimburse the cost of fingerprinting.

### Volunteer Responsibilities

**Identification:** In an effort to ensure safety and security, all volunteers need to wear a school/visitor name tag at all times while on school property. Adults not wearing proper identification should be directed to the school office.

**Sign/Sign Out:** All volunteers are required to sign in and sign out in the school office when volunteering. This allows for proper accounting in the event of an emergency and provides an extra measure of security and safety.

**Confidentiality:** Volunteers must protect the teachers' and students' right to privacy. Volunteers may not disclose school information or personal matters which you may have overheard. Student concerns are to be discussed only with the teacher or staff member with whom the volunteer is working with or the school principal.

**Professionalism:** Although participation is voluntary, volunteers should act in a professional manner at all times including proper dress and interaction while on campus. Besides being responsible for maintaining an attitude of mutual respect and support for staff and students, the volunteer should become familiar with school and classroom policies and practices. Volunteering requires flexibility and a willingness to take and follow directions.

**Dependability and Punctuality:** Volunteers provide valuable support for the students and staff both inside and outside the classroom. When committing to a volunteer opportunity, volunteers should be sure to arrive on time. If a volunteer is unable to fulfill a commitment contact with school office/teacher should be made as soon as possible. Volunteers are expected to make alternate plans for the care of siblings.

**Universal Health Precautions:** All body fluids (vomit, blood etc.) are to be treated as if they are infected with a blood-borne disease. Volunteers should obtain direction from school staff on locating and utilizing personal protective equipment. Proper handwashing and hand-sanitizing techniques are the most important thing that can be done to avoid sickness.

**Please be aware that volunteers not following the responsibilities as outlined above may be asked to leave campus and/or restricted from volunteer opportunities.**

### Working With Students

As you participate in classroom activities, you may notice that instruction is delivered in many ways. Teachers utilize multiple methods to address the learning styles of all students. Instruction may be delivered in whole-group, small-group and/or individual sessions.

#### Children Learn By:

- Doing and sharing not just observing
- Asking questions and searching for answers
- Discovering, experimenting, and repeating experiences which builds confidence
- Using all senses and learning modalities whenever possible

#### Volunteers Can Help By:

- Having a relaxed, friendly and helpful attitude with students in order to create a positive atmosphere for learning - SMILE
- Learning the names of students and using them often
- Listening carefully the directions of the teachers and staff
- Listening carefully to the students when interacting
- Recognizing and accepting students as individuals with different needs
- Being patient.
- Referring behavior concerns to the teacher or administrator when necessary.
- Recognize the efforts of students with positive praise

### 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
- 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.

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.

### Questions

1. Can fingerprints come from other agencies/school districts?
  - No - Fingerprints are only valid if fingerprinted for RCSD
2. Do law enforcement and fire department employees need to be fingerprinted?
  - Yes - Fingerprints are only valid if fingerprinted for RCSD
3. Are teachers in other districts clear to volunteer in our district?
  - No - Fingerprints are only valid if fingerprinted for RCSD
4. How long are fingerprint and TB results good for?
  - Fingerprints good until no longer needed and TB for four years from date of clearance.
5. Can volunteers submit live scan receipt and be clear?
  - No - Receipt indicates they were scanned but volunteer is not cleared until district receives results from DOJ
6. Are substitutes clear to volunteer?
  - Yes - if they are currently an active substitute with RCSD. School sites must verify with Personnel Department.
7. Will volunteers be reimbursed for fingerprinting costs?
  - No -Volunteers will not be reimbursed for fingerprint clearance.
8. Do volunteers working in the office away from children need to be fingerprinted?
  - No - As long as they are supervised by site staff and are in the office.
9. Is there a specific form volunteers are to use?
  - Yes - Volunteers should obtain either a Category I Volunteer form or a Category II Volunteer form from a school site. If Category II they will need to submit fingerprint and TB clearance. School site should provide Live Scan form for volunteer to take to Live Scan. TB clearance can be obtained from any authorized provider and can be in the form of a cleared PPD test or an Adult Risk Assessment Questionnaire completed by a medical professional. TB clearance should be submitted to the school site.
10. Do I have to be fingerprinted again if I was previously cleared by the District?
  - No - just be sure to indicate on the Volunteer II form

RCSD Quick Reference Guide - School Volunteers

|                        | Category I Volunteer   | Category II Volunteer   |
|------------------------|--|---|
| Definition             | A Volunteer I is defined as a volunteer who visits the school on an occasional basis to participate in school activities. The volunteer I is always within view of school staff and never left alone with students.  | A Volunteer II is defined as a volunteer who participates in the classroom or in school activities on a regular basis. Volunteer II, may under the direction of certificated personnel, work with students outside the direct supervision of staff.   |
| Examples of Activities | <p>Example of Volunteer I activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Attendance at classroom/school events, fairs, recognitions, celebrations</li> <li>● Classroom or lunch time visitation on limited basis - few times per year</li> <li>● Classroom presenters</li> <li>● Clerical volunteers - copying, collating, filing etc.</li> <li>● High school student volunteer in high school sponsored program</li> <li>● Participation in school beautification projects or projects of a limited duration</li> </ul> | <p>In addition to Volunteer I activities, examples of Volunteer II activities include:</p> <ul style="list-style-type: none"> <li>● Regularly scheduled classroom/school support</li> <li>● Supervision of students before school, after school, during breakfast and/or lunch</li> <li>● Day field trip chaperone</li> <li>● Overnight field trip chaperone</li> <li>● Before, during or after school enrichment program supervisors</li> <li>● Club Sponsors</li> </ul> |
| Clearance Requirements | <ul style="list-style-type: none"> <li>● Volunteer I Application</li> <li>● Principal/Administrator Approval</li> </ul>  | <ul style="list-style-type: none"> <li>● Volunteer II Application</li> <li>● Principal Approval</li> <li>● Fingerprint Clearance - <i>if previous Live Scan clearance is active with RCSD, no need to re-scan</i></li> <li>● TB Clearance - <i>if current TB clearance on file with RCSD, no need to re-submit</i></li> <li>● District Approval</li> </ul>  |