



VOLUNTEER PROGRAM

POLICIES AND PROCEDURES

Personnel Department
Fall 2016

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.

How Do I Sign Up?

If you are interested in volunteering at a school site, contact the individual school directly. The school will provide you with information regarding volunteer opportunities available at the school and a volunteer application. If participating as a Category II volunteer the school will also provide you with information regarding fingerprint and TB clearance. 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 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
- 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 Options

District-Paid Fingerprinting

Volunteers may be fingerprinted at no cost to the volunteer by attending one of the scheduled Volunteer Fingerprint sessions. One session will be scheduled at each school site and the District office. Volunteers may attend any of the scheduled sessions.

Volunteer-Paid Fingerprinting

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 the following locations. Volunteers utilizing this option to obtain fingerprint clearance will not be reimbursed for the cost by the district.

Options to obtain fingerprint clearance are attached to this document.

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.

RCSD Quick Reference Guide - School Volunteers

| | Category I Volunteer | Category II Volunteer |
|------------------------|--|---|
| Definition | A Volunteer I is defined as a volunteer who visits school on an occasional basis to participate in school activities. 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"> ● Attendance at classroom/school events, fairs, recognitions, celebrations ● Classroom or lunch time visitation 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 | <p>In addition to Volunteer I activities, examples of Volunteer II activities include:</p> <ul style="list-style-type: none"> ● Regularly scheduled classroom/school support ● 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 |
| Clearance Requirements | Volunteer I Application Principal/Administrator Approval | <ul style="list-style-type: none"> ● Volunteer II Application ● Principal Approval ● Fingerprint Clearance - <i>if previous Live Scan clearance is active with RCSD, no need to re-scan</i> ● TB Clearance - <i>if current TB clearance on file with RCSD, no need to re-submit</i> ● District Approval |



CATEGORY I VOLUNTEER APPLICATION

Volunteers must complete this form and return it to the site administrator for approval prior to volunteering.

CATEGORY I VOLUNTEERS

Volunteers who visit school on an occasional basis and participate in activities always within view of school staff. Participation as a Category I volunteer does not require fingerprinting or TB testing. Examples include:

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

| | |
|--|--------------------------------|
| Name: _____ | School Year: _____ |
| School/Site: _____ | Teacher Name: _____ |
| Home Address: _____ | |
| Phone: _____ | Birth Date: _____ |
| Emergency Contact: _____ | Phone: _____ |
| Student's Name: _____ | Relationship to Student: _____ |
| Brief description of volunteer services to be provided: _____ _____ _____ | |
| Have you ever been convicted of a crime other than a traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes | |
| If you answer yes, please explain (<i>attach additional sheet if necessary</i>): _____ _____ | |

I hereby acknowledge that I have read and understand the Roseville City School District's Volunteer Program Policies and Procedures.

Volunteer Signature

Date

Principal Signature

Date

Completed form to be kept on file at the school/site office.



**CATEGORY II
VOLUNTEER APPLICATION**

Volunteers must submit this completed form and current TB clearance to the school site. Fingerprints must be cleared through the District Office. Volunteers may participate when notified that TB and Fingerprints have cleared.

CATEGORY II VOLUNTEERS

Volunteers who participate on a regular basis, sometimes out of view of school staff. Participation as a Category II volunteer requires Live Scan fingerprint clearance and TB clearance prior to beginning as a volunteer. Examples include:

- Regularly scheduled classroom support
- Day field trip chaperone
- Overnight field trip chaperone
- After-School program supervisors
- Club Sponsors

Name: _____ School Year: _____

School/Site: _____ Teacher Name: _____

Home Address: _____

Phone: _____ Birth Date: _____

Emergency Contact: _____ Phone: _____

Student's Name: _____ Relationship to Student: _____

Brief description of volunteer services to be provided:

Do you have current fingerprint clearance on file with RCSD? No Yes

Do you have current TB clearance on file with RCSD? No Yes

Have you ever been convicted of a crime other than a traffic violation? No Yes

If you answer yes, please explain (*attach additional sheet if necessary*):

I acknowledge that I have read and understand the Roseville City School District's Volunteer Program Policies and Procedures.

Volunteer Signature

Date

Principal Signature

Date

- Volunteer may begin when TB and Fingerprints have both cleared in PowerSchool.
- School site submits TB clearance into PowerSchool, District Office submits fingerprint clearance into PowerSchool.

Completed form to be kept on file at the school/site office.

AUTOMATED APPLICANT FINGERPRINT PROGRAM
LOCATIONS AND TIMES OF LIVE SCAN FINGERPRINT STATIONS

PLACER COUNTY

1. Roseville City Police
1051 Junction Avenue
Roseville, CA 95678
(916) 746-1039
Tuesday - Friday 9:00 a.m. - 6:00 p.m.
Saturday (a.m.) by appointment only
Fee - \$47 Check or Cash - exact amount
(Debit/Credit with \$2.00 fee)

PLACER COUNTY BY APPOINTMENT ONLY

2. Placer County Sheriff - Auburn Office
2929 Richardson Drive
Auburn, CA 95603
(530) 889-7800 (PRESS 5 FOR APPOINTMENT)
Monday, Wednesday & some Fridays 8:00 a.m.-3:30 p.m.
Fee - \$52 Check or Cash
3. 5 Star Fingerprinting
6721 Five Star Blvd. Ste B
Rocklin, CA 95677
(916) 630-7827 (DEBBIE FOR APPOINTMENT)
Monday-Saturday 9:00 a.m. – 6:00 p.m.
(same day appointments available)
Fee - \$47 Cash, Check or Credit

SACRAMENTO COUNTY

1. Sacramento County Sheriffs Department
Marconi Station
2500 Marconi Ave, Suite 100
Sacramento, CA 95821
(916) 876-5757
Monday - Friday 9:00 a.m. - 4:00 p.m.
CLOSED 12:30 - 1:00 p.m.
Fee - \$59 Money Order, Visa, MasterCard
or Debit with Visa or MasterCard logo
2. Sacramento County Sheriffs Department
South Station
7000 65th Street
Sacramento, CA 95823
(916) 875-8338
Monday - Friday 9:00 a.m. - 4:00 p.m.
CLOSED 12:30 - 1:00 p.m.
Fee - \$59 Money Order, Visa, MasterCard
or Debit with Visa or MasterCard logo
3. Collection Plus
2129 Hacienda Way, Suite H
Sacramento, CA 95825
(916) 487-3152
Monday – Friday 8:00 a.m. – 4:45 p.m.
Fee - \$52 Cash or Credit (no AmEx)

SACRAMENTO COUNTY BY APPOINTMENT ONLY

4. Sacramento City Police Department
5770 Freeport Blvd (in lobby)
Sacramento, CA 95822
(916) 808-0780
Monday - Friday 9:00 a.m. - 3:30 p.m.
CLOSED 11:30 - 1:00 p.m.
Fee - \$54 Cash ONLY

PLEASE NOTE - FEES SHOWN ARE THE COSTS (DEPARTMENT OF JUSTICE/AGENCY ROLL FEE) FOR EMPLOYMENT - FEES FOR VOLUNTEER AND FBI PRINTING MAY DIFFER OR ADD ADDITIONAL COSTS TO THOSE SHOWN.