

Sebastopol Independent Charter School
Volunteer Policy and Procedures
(Effective July 1, 2016)

An active partnership between families and the school is essential to the educational program at Sebastopol Charter, and parent/guardian participation in a wide range of volunteer activities is welcomed and encouraged. By actively being included and involved in their children's education, Sebastopol Charter parents become integrated into the fabric of the school community and provide valued support for the school's educational program.

We offer for parents to volunteer their time and resources for the improvement of school facilities and school programs under the supervision of school employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. (From CA Ed. Code 51101. (3))

Volunteer Clearance Procedures

Volunteers are vital to the success of Sebastopol Charter, and we would like to make it as convenient as possible to help. We have tried to minimize the requirements while maintaining the safest possible environment for our children. Thank you for understanding the need for these requirements, and for complying with this volunteer clearance procedure.

A. Volunteer Application and Criminal Background Check/Fingerprinting:

- 1) Occasional volunteer activity in a highly public setting under constant supervision by a Sebastopol Charter employee, involving little or no contact with students, does not require a Volunteer Application or a criminal background check. School personnel must ensure that these volunteers are never left with students outside the presence of a school employee.

Such activities may include:

- Occasional classroom visits or speakers
- Classroom observers (e.g., outside mentors or evaluators)
- Fundraising events

- 2) Regular volunteer activity, and volunteer activity involving student contact taking place under constant supervision by a Sebastopol Charter employee, requires:

- Completion of a Volunteer Application and Confidentiality Agreement

School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:

- Office work
- Participating in the role of lead Class Parent

- Participating as class readers or helpers
 - Accompanying day field trips during which the volunteer is not with students outside the presence of a school employee
- 3) Volunteer activity that involves unsupervised contact with students on or off campus requires:
- Completion of a Volunteer Application¹ / Confidentiality Agreement, and
 - A criminal background & fingerprint check.²

Such activities may include:

- One-on-one tutoring
- Serving as overnight field trip chaperone
- Serving as group leader/chaperone or driver for day field trips outside a school employee's presence
- Coaching for sports teams

B. Volunteer Tuberculosis Assessment / Examination Requirements:

- 1) A volunteer whose functions do not require frequent or prolonged contact with pupils is not required to submit to a tuberculosis risk assessment / examination. For purposes of this policy, "frequent or prolonged contact with pupils" is defined as any direct contact with pupils greater than the equivalent of two (2) hours per week over the course of a school year [equivalent to 74 hours per school year].
- 2) Consistent with Education Code § 49406, or any successor statute, a volunteer whose functions require frequent or prolonged contact with pupils, as defined herein, shall be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required.

C. Grounds for Denying Participation in Volunteer Activities:

Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include, but are not limited to, the following:

- Appearance on any sex offender registry.
- Conviction of any violent crime, any crime against a minor, or any sex-related crime.
- Conviction of/pleading no contest to/pretrial diversion of any felony or misdemeanor that indicates a volunteer may pose a threat to the integrity or safety of the school environment.
- Conviction of/pleading no contest to/pre-trial diversion of DUI, reckless driving, or other similar or related offenses in the past 10 years.
- Risk factors indicating the possibility of infectious tuberculosis or other disease.

¹ The *Field Trip Driver Agreement Form* is acceptable in lieu of a Volunteer Application

² The Executive Director or designee will conduct background checks as prescribed under state law through reporting agencies, including CIA and DOJ records checks, as well as sex offender registries.

- Criminal charges, reckless behavior or display of otherwise inappropriate conduct, occurring at any time in the past, which raise a reasonable, good faith concern that the volunteer may disrupt or pose a threat to the integrity or safety of the school environment.

D. Volunteer's Duty to Report

Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any arrest. Upon notification, if the volunteer wishes to continue participation as a volunteer, the volunteer's participation shall be reviewed under the standards described in paragraph C above.

Note: This policy supersedes in their entirety all previous Volunteer Policies, Procedures, and Guidelines.

Approved: April 18, 2016