



ROCKLIN ACADEMY FAMILY OF SCHOOLS

VOLUNTEER POLICY

Rocklin Academy Family of Schools, Core Value 3:

The future we want to create includes a community of leaders who have a collaborative relationship and establish a strong communication structure to inform and engage both internal and external stakeholders in setting and achieving district-wide student learning and achievement goals.

Volunteers

Rocklin Academy requests and highly encourages thirty (30) hours of volunteer service per family per year. Volunteer hours can be earned when the activity is solicited by the school and does not solely benefit your child. Volunteer time counts as actual time unless approved in advance by the school principal. Parents with students attending more than one campus (i.e., a student at the Meyers campus and a student at WSCA), earn their hours by volunteering at either or both sites. Rocklin Academy is also aware that at times, it may be difficult or impossible for a family to volunteer hours due to unforeseeable circumstances. In such cases, the school principal will work individually with the family to develop an alternate plan to support the parent's desire to provide volunteer service.

Information gained by volunteers regarding individual students (e.g., academic performance or behavior), is to be maintained in strict confidentiality. Questions or comments concerning a child's academic performance or behavior must be done in a separate meeting between parent and teacher, as arranged with the teacher. Student discipline is to be left to the teacher, even for a parent volunteer's own child, with the exception of light reminders to students to stay on task.

Criminal Background/TB Screening

In order to start volunteering, you need to have the following items on file with your school:

- Volunteer Information / Agreement Form.
- Copy of a recent TB Test or chest x-ray form/ card indicating a negative result. TB tests can be done through your doctor, or various Medical Clinics. All TB tests are a two-step process; administered and then read two days later. A TB Risk Questionnaire completed by a qualified medical person is also acceptable.
- Fingerprinting and Criminal Background (Live Scan) check done by the Department of Justice.

All prospective volunteers, including parents, grandparents, aunts, uncles, etc., must be fingerprinted in order to complete a criminal background check. Live Scan forms are available online on the Resources and Forms tab on the school website, or in the school office. The cost of Live Scan varies per agency.

Once a prospective volunteer has completed the fingerprinting process at a Live Scan location, the California Department of Justice (DOJ) will send the results to Rocklin Academy. This normally takes anywhere from 24-48 hours, but can take up to thirty (30) days or more. Prospective volunteers need to provide a photocopy of the Live Scan form to the School office along with the Volunteer Information Agreement. When notification from the DOJ is received by Rocklin Academy, the School will send an email to the prospective volunteer regarding whether he/she has been approved for volunteer service. If a prospective volunteer has not received an email from Rocklin Academy within thirty (30) days of completing the fingerprinting process, prospective volunteers may provide a photocopy of the Live Scan form to the School office so that the School may attempt to contact the DOJ on the prospective volunteer's behalf.

If a prospective volunteer has a conviction on their record, the superintendent will review the report so that a determination regarding volunteer activities can be made. It is possible, depending on the charge, that a volunteer's participation in activities could be limited and/or denied. Additionally, no one with a DUI conviction will be allowed to drive children, other than their own, on a field trip. Following the Superintendent's decision, the site principal will contact the volunteer to inform the volunteer what level of participation will be allowed.

All prospective volunteers will be checked per Megan's Law Procedures as outlined in Rocklin Academy's Parent/Student Handbook. No person listed on the Megan's Law website will be approved as a volunteer.

Prospective volunteers may only begin volunteer service after receiving approval via email notification from Rocklin Academy. Due to the fact that Live Scan remains current from year to year, volunteers will not have to repeat this process again while their child is enrolled at Rocklin Academy or Western Sierra.

Any costs associated with fulfilling the criminal background check shall be borne by the volunteer.

Field Trip Chaperones

As noted above, volunteers serving as field trip chaperones are required to complete a Live Scan and TB clearance. As a condition of driving students on a field trip, chaperones are required to have on file in the office the "Student Transportation Form" (see the Student Transportation Policy). Additionally, for travel of 65+ miles, drivers must also provide a copy of their auto insurance policy declarations page and a copy of their current California Driver Record (available on-line at the California Department of Motor Vehicle's website). Volunteers driving on these longer trips must also follow the ***Student Transportation Policy***. No siblings will attend school-sponsored field trips.

Parents Who Do Not Volunteer

Live Scan requirements do not apply for parents/guardians whose sole purpose is to attend school functions/activities with their child (in a non-volunteering capacity).

Program Values:

- This policy is designed to be sensitive to relevant factors, including family size and unique

family circumstances (e.g., single-parent families, parents who work unusually long hours, non-traditional households, etc.)

- It is our desire to use and tailor parent/family involvement events and opportunities to welcome and engage parents.
- Encouraging parents to volunteer is integral to the school's mission, design, and/or sustainability.
- The organization will provide friendly technology for parents/families to easily track their volunteersupport.
- The organization will provide recognition to parents/families who meet or exceed the school's request.
- We will also ensure that the above tracking and recognitionpractices do not call out or reflect negatively on families that are unable to meet the school's request.
- If relevant, the organization will share summaries of relevant research on parent/family involvement and/or other school-specific data that explains the positive role that their support plays in the school.

The following list of Volunteer Expectations is NOT all-inclusive. Failure of a volunteer to follow all school policies and expectations will result in a review of her/his ability to participate in a volunteer capacity. As an organization, our utmost concern is the safety of our students, staff and parents. If an administrator determines a volunteer's participation is detrimental to one or more stakeholders, that administrator has the right to deny that person to volunteer.

Volunteer Expectations

(This is not an all-inclusive list)

As a Volunteer, Your Role and Responsibilities in the School

- Reinforce school rules and behavior expectations.
- Understand that your roll is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
- Do not harass or abuse school personnel, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense.
- Volunteers may not bring students' siblings when volunteering or attending events during the school day (with the exception of performances held in the multipurpose room).
- Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open. Always use adult bathrooms.
- Physical discipline / corporal punishment is absolutely prohibited. Ask the teacher for assistance with problematic student behavior.
- Report immediately to a staff person any physical abuse or sexual exploitive behavior towards a student.

Volunteers Take Pride in Being Professional

- Maintain a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside the school.
- Be prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more, especially on field trips. Notify your school as soon as possible if you are going to be late or absent.
- Keep an accurate record of your attendance by signing in each day you volunteer.
- Dress and act professionally.
- Establish and maintain good and frequent communication with your classroom teacher.
- It is forbidden for anyone to be under the influence of drugs or alcohol when with students on or off school grounds.
- It is illegal to smoke on school grounds or at any time around students.
- Do not lend money, contribute or solicit money for organizations while on school grounds.
- Do not use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- Cellphone use is prohibited in the classroom or at any time around students.

Health and Safety Are Always Important

- Adhere to district, school, and classroom policies rules and regulations.
- Refer any student in need of first aid or any type of medication to the teacher or front office.
- Learn and follow emergency drill procedures and all school rules.
- Notify a site administrator of any accident you had on school grounds. A written form must be provided to you within 24 hours.

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VOLUNTEER INFORMATION / AGREEMENT

CALIFORNIA EDUCATION CODE SECTION 35021 REQUIRES SCHOOL DISTRICTS TO SCREEN SCHOOL VOLUNTEERS.
IN ORDER TO COMPLETE THE SCREENING, PLEASE PROVIDE THE INFORMATION REQUESTED BELOW.

TO BE COMPLETED BY PARENT/GUARDIAN

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone Numbers: _____
Cellular (Include area code) Home

Name(s) of current Rocklin Academy Family of Schools student(s):

Volunteer Statement

I understand that in the in the course of my association with Rocklin Academy Family of Schools (RAFOS), I share the responsibility of maintaining the confidentiality of any employee or student information that I may have available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal. I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of volunteer involvement with RAFOS.

By signing below, I certify that I have not been charged with, or convicted of, a violent or serious felony as defined in California Education Code 45122.1. For the purposes of the code section, a violent felony is any of those listed in Subsection C of Penal Code Section 667.5, and a serious felony is any felony listed in Subdivision C of Penal Code Section 1192.7. (Ask school office staff for a list of applicable felonies.)

I acknowledge that I have read and understand this statement of confidentiality.

I acknowledge that I have received a copy of the Volunteer Policy and understand it is a requirement for me to follow the policy requirements. Failure to do so, could result in my volunteer privileges being revoked.

Signature Date

TO BE COMPLETED BY SCHOOL STAFF

- Live Scan (fingerprint) Clearance received from Dept. of Justice.
- Tuberculosis (T.B.) clearance Expires: _____
- Information has been entered into PowerSchool