

## **CUTLER-OROSI JOINT UNIFIED SCHOOL DISTRICT VOLUNTEERS - EXPECTATIONS AND REQUIREMENTS**

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

1. Each volunteer is required to complete the District Volunteer Application Form. The completed form must be on file with the District office **prior** to commencement of service. This form includes a requirement for disclosure of any prior criminal convictions. Failure to provide complete and accurate information will result in immediate dismissal.
2. A new Volunteer Application Form is required each year. A new badge will be issued each year.
3. Each volunteer is required to complete a background fingerprint clearance with the California Department of Justice (DOJ) and the FBI. Fingerprints are “good” for the duration of “uninterrupted” volunteering in the District.
  - a. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer. Cutler-Orosi Joint Unified School District policy does not allow persons convicted of serious or violent felonies to volunteer or to serve as chaperones for field trips, dances, or any other school activity.
  - b. For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer’s suitability and duties.
4. Volunteers shall act in accordance with District policies and regulations and any site requirements.
5. Volunteers shall follow any directions given by the school site principal and other employees.
6. Volunteers must sign in and out in the school site office each time they volunteer.
7. No volunteer will be allowed to provide supervision or instruction to students without proof of a TB examination within the past 60 days indicating that she/he is free of active tuberculosis. Each volunteer must keep his/her TB test up-to-date (renewed every four (4) years). The cost for the TB testing is at the expense of the volunteer.
8. Volunteers who provide instruction or supervision to students must show proof of basic skills proficiency.
9. Volunteers must strictly follow the school guidelines regarding discipline practices. Physical discipline is absolutely prohibited. Volunteers must ask the teacher for assistance with problematic student behavior.
10. Volunteers must report immediately to the principal any physical abuse or sexually exploitative behavior towards a student (even if it is by other students).
11. If a volunteer hears about or observes evidence of child abuse, he/she shall report the information to the site principal immediately. **Failure to do so will result in immediate dismissal.**

12. Volunteers must not lend money, contribute or solicit money for organizations while on school grounds.
13. Volunteers must not use a cell phone in the classroom or at any time around the students.
14. Each volunteer is expected to maintain confidentiality regarding each student and his/her family.
15. Volunteers must notify the principal of any accident they have on school grounds. A written form must be submitted to the principal within 24 hours.
16. Volunteers may request particular classroom(s), but it is up to the principal to decide where volunteers work and the length of time they are needed.