



## 2005.1 Volunteer and Visitor Policy

Effective Date: June 7, 2019

Approved by: Board of Directors

### **Policy:**

#### **PURPOSE**

The purpose of the JCS, Inc. Volunteers Program will be to:

- Supplement the work of teachers, upon their request, under their supervision, and with the approval from the Site Coordinator;
- Provide individual attention for students through tutoring and/or small group projects under the direction of the school staff;
- Provide enrichment experiences to supplement the education program;
- Provide assistance for the school staff in non-academic areas where student contact may or may not exist;
- Meet special school needs;
- Promote better school-community relations by enhancing community understanding;
- Develop improved public relations for local, state, and national educational endeavors.

#### **DEFINITIONS**

##### *Volunteer*

A volunteer is defined as an individual 18 years and older performing regularly scheduled services for **JCS, Inc.** Schools who do not receive compensation for her/his services.

Individuals who volunteer to perform services for the school are not “employees” for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

An individual is classified as a volunteer as long as the individual is not regularly employed to perform the same services for the school and receives no more than expenses or recognition gifts for her/his services. (Education Code 35021)

A volunteer is any person serving the needs of the program on a regular basis at least one time per month or more.

##### *Visitor*

A Visitor is defined as an individual who, with **JCS, Inc.** authorization, attends a student performance, special event, festival, open house, back-to-school event, sports event, athletic competition, etc.

A visitor may either be accompanied or unaccompanied by school district staff. Designated school district administrative personnel are to make this determination.

### *Guest*

A Guest is defined as an individual who, with **school district approval**, assists students, schools, and teachers on a non-regular basis or who individually observes a classroom or activity. A guest may also assist with educational programs or with special events on an occasional or infrequent basis (special events, e.g., Guest Readers Programs, class parties, field trips, etc.)

### *Parent Observer*

A Parent Observer is defined as a parent or guardian who desires to observe in his or her child's classroom. Parent observations are to be approved by the Site Coordinator to ensure that the visit does not interfere with the learning process or classroom program. Any such observations must be arranged and conducted in accordance with procedures determined by the Site Coordinator or School Principal. Parent observers may schedule up to two classroom visits per year and limit time to 30 minutes.

## **HOW TO VOLUNTEER**

The JCS, Inc. Volunteer Program is supervised and managed by the Site Coordinator of each educational program in conjunction with the Human Resources (HR) Department. Specific volunteer assignments are arranged for and directly supervised by the Site Coordinator or designated staff. (Education Code 35021)

Volunteers shall act in accordance with school policies. JCS Schools are under no obligation to accept or place any volunteer. At her/his discretion, the Site Coordinator or designated staff supervising volunteers may ask any volunteer who violates school rules or volunteer policies to leave campus. Individuals who are interested in volunteering with the School are invited to contact the Site Coordinator specific to the site to where they wish to volunteer.

The HR Assistant will be able to answer questions regarding the JCS, Inc. volunteer program.

Contact information is available on the school's website at [www.jcs-inc.org](http://www.jcs-inc.org)

## **VOLUNTEER POSITIONS**

Volunteer activities at JCS Schools may or may not require one-on-one or small group contact with students and may or may not require a background check. Tuberculosis testing is required.

### **Category 1**

- Volunteers in this category are never left alone unsupervised with students and can be in a group session only. These volunteers attend regularly at least one time per month.
- Megan's Law website will be checked on all volunteers, visitors, guests and parent observers.
- Tuberculosis testing is required.
- A volunteer application is required.
- Activities in this category will always occur under the direction, supervision, and approval of JCS staff members.

### **Examples of Category 1 volunteer activities (although not all-encompassing):**

- Assisting teachers with in-classroom activities or small groups, helping with special projects, etc.
- Activities that do not involve direct contact with students (assembling mailings, coordinating events, preparing bulletin boards, etc.)
- Acting as a speaker for a class or special event regularly at least one time per month (speaking about career opportunities, positive choices, safety issues, or demonstrating science experiments, etc.)
- Working in areas of the school other than the classroom (checking out books in the library, acting as lab monitor, office work, etc.)
- PTSA or Booster Club parent who volunteers in and around Springs students supervised by a Springs employee or Category 2.

### **Category 2**

- Volunteers in this category may have one-on-one or small group contact with students, may be left alone with students.
- Megan's Law website checked, criminal background check, and Tuberculosis screening (within the last 12 months) is required.
- A volunteer Application.
- Volunteers in this category may be left alone unsupervised with students.

### **Examples of Category 2 volunteer activities (although not all-encompassing):**

- Volunteer athletic coaches and advisors of other extracurricular activities; Child care provider during parent events (Parent/Teacher Conferences, parenting workshops, etc.)
- Group activities during the school day that may be confidential in nature
- Assisting teachers with in-classroom activities (reading with students, tutoring individual students or small groups, helping with special projects, etc.)
- PTO or Booster Club parent who volunteers in and around JCS students without supervision.

## **BACKGROUND CHECKS**

For the safety and security of our students, a complete background check will be completed for all Category 2 volunteers. (Education Code 35021.1)

Information obtained in the process will be kept confidential. A criminal record does not necessarily prohibit an individual from volunteering in the school. (Education Code 35021)

However, all volunteer applicants will be checked against the California Megan's Law online database for sex offender clearance at <http://www.meganslaw.ca.gov/>.

Any volunteer applicant, whose name appears on Megan's Law list and is required to register as a sex offender, is prohibited from volunteering as either a Category 1 or Category 2 volunteer. (Penal Code 290) (Education Code 35021)

## **CODE OF ETHICS AND CONFIDENTIALITY**

There are certain rules that both employees and volunteers must follow when working in the school.

1. DO NOT discuss individual students outside the school.
2. DO NOT compare students within the school.
3. DO NOT publicly discuss parents, students, teachers, or other volunteers.
4. DO NOT repeat any information regarding confidential records of students in the classroom, staff room or office.

## **DEPENDABILITY**

JCS Schools' staff will depend on volunteers to be present at their scheduled time. JCS Schools' staff has organized their day with the volunteer in mind. If a volunteer is unable to work on a scheduled day, it is the volunteer's responsibility to notify the school office or supervising staff as soon as possible.

The following will be read and acknowledged by all volunteers:

1. FERPA Confidentiality Statement
2. Declaration of Public Employees as Disaster Service Workers
3. Drug and Alcohol-Free Workplace
4. Review of Child Abuse Law
5. Blood borne Pathogens
6. Discrimination is Against the Law
7. Sexual Harassment
8. Site Volunteer Procedures SIGN-IN All volunteers are required to report to the office each time they visit during normal school hours. At that time, volunteers will be given their identification badge to wear. The badge will signify to the staff and students that a volunteer is in the building. This badge should be visible at all times with name and color-coded according to Category 1 or 2.

If a volunteer is seen in the building without an identification badge, that volunteer will be asked to go immediately to the office to check in. When volunteer leaves, they are to sign out and return badge to front desk.

All visitors, guests, and parent observers may need to sign in (requested) at front desk of site.

## **DRESS**

Volunteers should plan to dress comfortably and appropriately when spending time with the students in school or during school-related activities. Clothing that advertises alcohol, tobacco, other drugs, violence, or sexual acts should never be worn when working with students.

## **WHAT VOLUNTEERS CAN DO**

School volunteer activities and assignments are specified and approved at the direction of the Site Coordinator. Each volunteer will work directly with the Site Coordinator or her/his designated staff.

## **WHAT VOLUNTEERS CANNOT DO**

1. Administer Discipline – If a volunteer has concerns about anything occurring in the classroom or on school grounds, the volunteer should speak to the teacher or Site Coordinator.
2. Interrogate Students or Investigate Problems – Please report any problems to a staff member or site director.
3. Search Students or Student Property – Please report any problems to a staff member or site director.
4. Administer Medications - including over-the-counter drugs such as aspirin. School personnel are responsible for administering this kind of aid and/or documented medications. Please refer this matter to the Site Coordinator or designee. Under no circumstances should school volunteers administer medication of any kind.
5. Clean Up Bodily Fluids – Volunteers should not be involved in the clean-up of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert school personnel. If it is necessary for a volunteer to take immediate action, s/he should exercise all reasonable precautionary measures. School personnel should be notified as soon as possible.
6. Bring infants or non-school age children – Volunteers should not bring underage children with them when volunteering.
7. Volunteers may not perform any unauthorized services or activities without the expressed written consent of school administration. Such services may include, but is not limited to: academic advisement and counseling, legal counsel, fee based tutoring, specialize academic or behavior related services, etc.
8. Lend Money or Bring Gifts for Students – This can only be done when authorized by the Principal or designee.
9. Videotape or Photograph Students – This can only be done when authorized by the Principal or designee.
10. Use Student Restrooms – Please use the restrooms designated for adults.
11. Volunteers cannot “hang out” with their student during meals or visit with other adults on campus.
12. Volunteers are not permitted to transport students at any time.

## **MANDATED REPORTING**

Child Abuse/Neglect – Volunteers should report to school staff if they know or suspect a child has been abused or neglected. The school administration, child’s teacher, or guidance staff should be sought out under these circumstances. Refer to pamphlet “20 Facts About Child Abuse and Neglect.”

## **INJURY REPORTING AND INSURANCE**

All injuries are to be reported to the Site Coordinator or Principal immediately. An Injury Form must be completed and submitted to Human Resources. It is understood that all school volunteers are responsible to maintain their own medical insurance policies in case of injury while volunteering at the school. The school maintains a supplemental volunteer accident policy. Personal items that are lost, stolen or damaged are not covered under the Schools' insurance policy. Volunteers are advised to leave valuable at home or locked in their car.

## **NONDISCRIMINATION**

It is the policy of JCS, Inc. that no person may be denied the benefits of, or be discriminated against, in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

## **STUDENT INJURIES**

Injuries to students must be reported immediately to a teacher or the school office. If an injured child cannot be taken to the office, send someone for help immediately. Injured students should be watched closely and never left unattended.

## **SCHOOL EMERGENCY PROCEDURE**

Volunteers shall be provided a written copy of the School's/ site's written Emergency Procedures. In an emergency, all volunteers shall follow the School's Emergency Procedures.

[Volunteer Form](#)

Original Policy 09/05/2007  
Revised Policy 06/12/2014  
Revised Policy 06/07/2019