

VOLUNTEER POLICY

Volunteers

River Charter Schools (RCS) believes in family engagement and encourages families to volunteer at the Schools. No child will be singled out, or otherwise given consequences, including disenrollment, for a parent's failure to volunteer.

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.

Notice

To ensure RCS staff and teachers are prepared for you to volunteer, please make arrangements with your child's teacher in advance.

Minimum Requirements for Volunteering

All prospective volunteers, including parents, grandparents, aunts, uncles, etc. must have the following items on file with your school:

- Volunteer Information / Agreement Form.
- A TB Risk Assessment Form, and, if necessary, a recent TB Test or chest x-ray form/card indicating a negative result.
- Fingerprinting and Criminal Background (Live Scan) check done by the Department of Justice. As required by AB 848, Complete annual Mandated Reporter and Boundaries training

Live Scan forms are available 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 RCS. This normally takes anywhere from 24-48 hours but can take up to thirty (30) days or more. When notification from the DOJ is received by RCS, 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 a conviction on their record, the Superintendent or designee 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, designee will contact the volunteer to inform the volunteer what level of participation will be allowed.

No person listed on the Megan's Law website will be approved as a volunteer, though such parents will not be excluded from RCS campuses entirely, such as when they have a lawful reason to be on campus with the appropriate written permission.

Prospective volunteers may only begin volunteer service after the entire volunteer process has been successfully completed and the prospective volunteer has been cleared. Live Scan remains current from year to year, volunteers will not have to repeat this process again while their child is enrolled at a RCS school.

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 also required to complete the Volunteer clearance. No siblings or other children may 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 families to volunteer is integral to the school's mission, design, and/or sustainability.
- If relevant, RCS 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.

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 disruptive to, or interferes with, the normal operation of the school day, that administrator has the right to deny that person to volunteer.

Limitations of Volunteering

1. The Superintendent or designee may seek the assistance of the police in managing or reporting any volunteer in violation of this Policy.
2. The Superintendent, or designee, may refuse to register a volunteer if it is believed that the presence of the volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
3. The Superintendent or designee may request that a volunteer who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds.
4. The Superintendent may direct a volunteer without lawful business on campus to leave campus when the volunteer's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities.
5. Any volunteer who is directed to leave by the Superintendent or designee will not be permitted to return to the campus for at least seven (7) calendar days. When a volunteer is directed to leave, the Superintendent or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor.
6. The Superintendent or designee may withdraw consent to be on campus for up to fourteen (14) calendar days even if the volunteer has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt RCS' orderly operation. Consent may be reinstated at the discretion of the Superintendent prior to the expiration of the fourteen (14) calendar day timeline, whenever the Superintendent has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the school campus. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written

request shall state the address to which notice of hearing is to be sent. The Superintendent shall grant such a hearing not later than seven (7) calendar days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

7. This Policy does not authorize RCS to permit a parent/guardian to volunteer if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

RIVER CHARTER SCHOOLS
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: _____

Address: _____ City: _____ State: _____ Zip _____

Phone Number(s): _____

Name(s) of current River Charter Schools Students:

Volunteer Statement

I understand that in the in the course of my association with River Charter Schools (RCS), 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 with the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in termination of volunteer involvement with RCS.

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.)

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Statement, the Volunteer acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

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 _____