

Maxwell Unified School District

515 Oak St
Maxwell, CA 95955
(530) 438-2052



VOLUNTEER PACKET

VOLUNTEER SCREENING REQUIREMENTS

Maxwell Unified School District welcomes and encourages involvement from parents / guardians, community members, businesses, community organizations, higher education institutions and the military. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified in 3 categories. Depending on the category, certain processes must be completed by district staff prior to volunteering. All volunteers will be processed annually.

CATEGORY A

Visitors or guests who enter a school for a **one-time** event. This person has no unsupervised exposure or contact with children. Typical examples include Read Across America guest reader, guest / resource speaker, senior project panel member, **one time** volunteer for school or classroom event, or other day or guest-type activity. Parents who attend school to participate in a parent involvement activity such as site award ceremonies, jog-a-thon, assemblies, etc. with their child(ren) are also considered visitors or guests.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Be required to display a volunteer/visitor identification badge to be surrendered at the conclusion of the day's volunteer activity (Parents attending assemblies do not need to sign in)
- Stop here.

CATEGORY B

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children, volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by district staff. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Typical examples include classroom tutoring, classroom reading, classroom assistance and after-school programs where supervised by district personnel, field trip attendees (no driving involved), as well as non-classroom volunteers such as office helpers, non-classroom assistance, organized functions associated with school organizations such as, school foundation, Site Council, etc.

Screening requirements:

- Be sponsored or approved by a school site or district employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification). By recommendation from the Department of Justice, Mexico identification and voter registration cards are not recognized. U.S. social security cards and birth certificates without an accompanying U.S. driver's license are also not recognized.
- Complete and submit for approval the district School Volunteer Application Packet
- MUSD reserves the right to require fingerprinting. A criminal background may be required to determine whether the applicant is precluded from volunteering as specified in California Education Code section 35021 et seq.
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

CATEGORY C

Volunteers with unrestricted exposure, who work with children and may be unsupervised by district staff. This volunteer likely will have direct and unsupervised interaction with children. Typical examples include volunteer walk-on coaches, high school support personnel for athletics, off-site tutoring, mentoring, all volunteer drivers (includes one-time or reoccurring drivers), and overnight chaperones. Conditions typically include an off-campus setting and unsupervised solitary time. Returning Category C volunteers who have a current fingerprint clearance on file with MUSD do **NOT** need to be fingerprinted annually. However, a School Volunteer Application Packet is required each year.

Screening requirements:

- Be approved by district administration.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
- Complete and submit for approval the district School Volunteer Application Packet.
- New volunteers must submit their fingerprints to both State and National databases. Returning volunteers whose fingerprints have previously cleared under Category C **do not** need to resubmit fingerprints. However, a School Volunteer Application Packet is required each year.
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure.
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

VOLUNTEER SCREENING QUICK FACTS

<p style="text-align: center;">CATEGORY A</p> <ul style="list-style-type: none"> • Visitor or guest for one-time event • No unsupervised exposure or contact with students <p>Examples:</p> <ul style="list-style-type: none"> • Read Across America guest reader • Guest/resource speaker or classroom presentation • One-time volunteer for school/classroom event • Parents eating lunch with their child • Parents participating in parent involvement activities such <p>Screening Requirements:</p> <ul style="list-style-type: none"> • Approved by district administration • Show ID to site • Sign in at site • Wear name badge on site <p><small>*parents attending assemblies do not need to sign in</small></p>	<p style="text-align: center;">CATEGORY B</p> <ul style="list-style-type: none"> • Group exposure with direct staff supervision • Classroom exposure supervised by district staff • Open/public setting classrooms where staff/adults can observe at all times • Always within unobstructed view • No solitary time with students <p>Examples:</p> <ul style="list-style-type: none"> • Classroom assistance, tutoring or reading • Field trip attendee, not responsible for chaperoning students (drivers must also follow district procedures regarding licensing & insurance coverage) • Non-classroom volunteers (Parent Club & SSC) <p>Screening Requirements:</p> <ul style="list-style-type: none"> • Sponsored or approved by site or district employee • Show ID to site (site photocopies and sends to DO with Volunteer Application Packet) • Sign in at site • Wear name badge on site • Submit district Volunteer Application Packet (TB Form, Application, and Code of Conduct) • <u>MUSD reserves the right to require fingerprinting</u> (a one-time fee of approximately \$10 - \$25 is required by the Sheriff's Office).
<p style="text-align: center;">CATEGORY C</p> <ul style="list-style-type: none"> • Unrestricted exposure/unsupervised interaction with students • Off-campus setting and unsupervised solitary time <p>Examples:</p> <ul style="list-style-type: none"> • Volunteer walk-on coaches • Support personnel for athletics • Volunteer Drivers • Offsite tutoring/mentoring • Overnight chaperones <p>Screening Requirements:</p> <ul style="list-style-type: none"> • Sponsored or approved by site of district employee • Show ID when on site (site photocopies & sends to DO with Volunteer Application) • Sign in when on site • Wear name badge when on site • Submit district Volunteer Application Packet (TB Form, Application, and Code of Conduct) • Category C Background Check: REQUIRED DOJ & FBI Fingerprint clearance (a one-time fee of approximately \$10-\$25 is required by the Sheriff's Office). 	

Maxwell Unified School District Volunteer Application

School Year: _____

Date: _____ District Sponsor: _____ Site: _____

Full Name: _____

Address: _____ DOB: _____

Home Phone: _____ Email: _____ Cell Phone: _____

Notify in Case of Emergency: _____

Current Employer: _____

DL # / ID #: _____

Personal Reference: _____

Please check whether you are a new or returning MUSD volunteer. New Returning

Do you have any pending criminal charges against you? Yes No

Have you ever been convicted* of a felony or misdemeanor? Yes No

Have you ever been convicted* of a sex, drug, or weapon related offense? Yes No

Are you required to register as a sex offender under Penal Code 290.95 Yes No

*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

If YES, please explain:

Parent/Guardian Volunteers: Please check whether you plan to drive for a field trip/sporting event during the school year. (REQUIRES LEVEL C CLEARANCE) Yes No

Please list the name(s) of your child(ren): _____

For security reasons, a background check will be conducted by District level staff. Volunteer assignments may be terminated if service is unsatisfactory or no longer needed by the school district. You may not volunteer if you are required to register as a sex offender under California Law.

I give my permission to have my personal and professional references researched and hold the district and any individual providing the district with information harmless. By signing my name below, I declare under penalty of perjury, that all the information on this application is true and correct. I also declare that I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature _____

Date _____

To be completed by Site Level Staff:

Volunteer category (check appropriate box)

Category A

Category B

Category C

To be completed by DO Staff:

DISTRICT PROCESSING DATE: _____ Cleared

DISTRICT PERSONNEL: _____

Volunteer Service Ended:

Reason for leaving:

Child no longer at school

Moved Illness

Employment Requested

Other

DISTRICT PROCESSING DATE: _____

DISTRICT PERSONNEL: _____

VOLUNTEER CODE OF CONDUCT
(THIS DOCUMENT DEFINES THE DISTRICT'S EXPECTATIONS FOR ALL VOLUNTEERS)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the site's main office.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use ONLY adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree to not exchange telephone numbers, home addresses, email addresses or any other home directory information with students for any purpose, unless it is as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by district procedures when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree to follow the district procedure for screening volunteers.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.
12. I agree to only do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

Print Name _____

Signature _____

Date _____

Phone Number _____