

TEMECULA VALLEY CHARTER SCHOOL
Board of Directors Policy

1000 Community Relations

Volunteer Screening Policy and Procedure

Board of Directors Action: APPROVED

Effective Date: 2-11-2019

Parental involvement is a key component in the success of our school and has been since our school was founded in 1994. TVCS encourages parents to participate in a variety of ways including in the classroom, on field trips, on committees and on the governing board, all with the purpose of enriching the education of TVCS students.

Volunteers are screened which includes a Tuberculosis (TB) Assessment Test, Megan's Law review, and the Live Scan fingerprint process.

TVCS recognizes and values the volunteers who provide a variety of services to our schools. The following information provides the requirements to ensure that all volunteers with more than limited contact with students have been screened appropriately to provide for maximum safety for all students at TVCS.

Parents working at the school must comply with certain requirements such as completing forms, acquiring evidence of TB Assessment clearance and passing a Megan's Law check before they volunteer on campus or with students. If TB clearance is not obtained a TB skin test would be required from a medical doctor's office.

Adults are expected to follow the school dress code while volunteering.

Only TVCS staff, students, approved visitors and volunteers, members of the Board of Directors and legal counsel may be on campus at any time. Siblings of enrolled students may be permitted on campus for special events and activities, community service projects that receive TVCS administration or Board of Director prior approval and emergency situations at the discretion of the Executive Director/Principal.

Volunteer Application and Screening Process

Parents/Guardians are encouraged to volunteer in classrooms. In order to participate as a volunteer, individuals must complete an application and screening process. Requisite forms are available on the website and in the Administration Office. Requirements include:

- FBI/DOJ Live Scan fingerprint and background check;
- TB risk assessment clearance or TB skin test;
- Raptor screening;
- Participation in Volunteer Induction Meeting;
- Completion of all Volunteer Participation forms;
- Execution of Code of Conduct and Confidentiality Agreement; and
- Adherence to Dress Code

Individuals excluded from Volunteering:

- Persons required to register as a sex offender;
- Persons convicted of serious or violent crime;
- Persons convicted of any discretionary nonviolent felony or crime deemed as such by the Executive Director/Principal or RDC in their sole discretion.

As provided in Education Code 45125.1(c), limited contact will be determined by the totality of circumstances, including factors such as the length of time the volunteers will be on the school grounds, whether students will be in proximity with the site where the volunteers will be working, and whether the volunteers will be working by themselves or with others.