



Volunteer Policy

Volunteers do not receive compensation for services they provide and are not employees of N.E.W. Academy Schools; however, they must meet certain health and safety requirements. School principals or assigned office administrators must monitor the volunteer program to ensure that volunteers are appropriately assigned to duties and supervised by designated staff. Volunteers usually perform their duties under the direct supervision of a certificated staff member or under the general supervision of a non-certificated staff member.

THE ROLE OF THE SCHOOL PRINCIPAL

The school principal shall assume general authority and responsibility over all volunteers serving at the school site or may designate an appropriate administrator to assume this task. The principal may assign other certificated and/or classified staff to coordinate and support the volunteer program also.

The principal and/or designee must ensure the following:

- All volunteers have provided clearance of tuberculosis (TB) prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.
- All volunteer applicants are checked annually against the California Megan's Law online database for sex offenders.
- An application has been submitted, and health and safety clearances have been met for each volunteer.
- Each volunteer has an active volunteer identification badge which must be returned to the school at the end of school year.
- Volunteer duties are assigned and are not in conflict with those of employees.
- Appropriate supervision of volunteers is provided at all times.
- A volunteer commitment form is signed annually by each volunteer and is maintained at the school.
- Copies of the signed volunteer application and clearances are maintained at the school for five (5) years.
- Volunteer services can be terminated by the principal when necessary.
- Continuing volunteers or volunteer program designees must update annually.

Only the principal or the administrative designee may terminate a person's volunteer service when that person poses a danger or threat to the staff, students, and/or parents or when the volunteer violates the privacy of students or any other person on the school site.

HEALTH CLEARANCE REQUIREMENTS:

Clearance Volunteers must submit clearance of TB prior to starting volunteer service. Clearance for TB is valid for a period of up to four (4) years.

All prospective volunteers are required to have the TB Risk Assessment Questionnaire administered by a licensed health care provider. If there are no risk factors identified, a Certificate of Completion is provided by the health care provider for clearance; and the prospective volunteer must submit a copy of this to the school office. If risk factors are identified, further examination through TB skin or blood tests, and/or chest X-rays may be required. Once the health care provider determines that the individual is free from infectious TB, a Certificate of Completion will be issued; and the prospective volunteer must submit a copy of it to the school principal or designee.

- If a TB examination is required, it must consist of a Mantoux Skin Test (not a chest X-ray, unless required due to medical circumstances). Volunteers with documented positive skin tests must subsequently show proof of a negative chest X-ray.
- Prospective volunteers with positive skin tests and normal chest X-rays must furnish written proof from a healthcare provider every four (4) years showing that they are free from active TB.
- Prospective volunteers who are unable to take the Mantoux skin test or receive a chest X-ray due to medical or other reasons must provide a signed statement from a licensed physician stating that the individual is not carrying the



TB virus and is not at risk of spreading TB to the greater population. Signed statements must be re-certified by a physician at the beginning of each school year.

- Continuing volunteers with TB clearance must repeat the TB clearance certification every four (4) years.
- Prospective volunteer applicants may provide TB clearance using their physicians' forms or using the Tuberculosis Physician/Clinic Form.

The TB clearance form must be kept on file at the school for five (5) years along with a copy of the signed volunteer application. For additional questions regarding TB requirements for N.E.W. Academy Schools volunteer applicants, contact the school office.

SAFETY/SECURITY CLEARANCE REQUIREMENTS

A. Megan's Law/Sex Offender Clearance

In accordance with N.E.W. Academy Schools policy, the school principal or designee administrator must check all volunteer applicants and continuing volunteers annually, at the beginning of the school year, against the California Megan's Law online database for sex offenders at <http://www.meganslaw.ca.gov>. Any volunteer applicant whose name appears on the Megan's Law online database is prohibited from serving as a school volunteer in any capacity for any length of time, including for one-time activities.

B. Federal Bureau of Investigation (FBI) / Department of Justice (DOJ) Fingerprinting Clearance Volunteer applicants need to be fingerprinted only once during their volunteer service. N.E.W. Academy Canoga Park adheres to the California State statutes pertaining to supervised volunteerism in public schools. Fingerprinting clearance by the FBI and the DOJ is required for the following persons:

- Persons providing direct instruction to students regardless of the number of hours engaged in such activity, even if supervised by a certificated employee
- Persons volunteering in any school for more than 16 hours per week, regardless of supervision
- Persons volunteering for less than 16 hours per week under general supervision and whose duties require significant contact with students, as determined by the school principal, including the following:

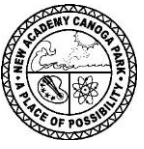
The principal may require all volunteers, at any time, to arrange for fingerprint clearance if deemed necessary. Fingerprinting must be conducted through N.E.W. Academy Schools. The Live Scan fingerprinting program conducted through N.E.W. Academy Schools notifies the Schools if a volunteer has been arrested for any reason. Fingerprinting for parent volunteers is available by appointment at the school locations. Applicants are required to present a Social Security number and a State of California driver's license or identification card.

APPLICATION PROCESS

A. Volunteer Application – Submitted By Prospective Volunteer Any person interested in participating in a school's volunteer program, including continuing volunteers, and community members must first check with the office administrator or school principal or designee to inquire about possible volunteer opportunities. Next, the prospective volunteer should fill out a Volunteer Application (see attachment).

The school or District office must submit a Health/Safety Clearance (see attachment) of applications for all individuals applying to become certified volunteers. The office administrator or school principal must confirm and verify that the volunteer has met all requirements, including:

- Online Volunteer Application, printed and signed
- Megan's Law Clearance
- TB Test Clearance
- Fingerprinting (when applicable)



Signed Volunteer Commitment Form

Additional Information:

- School volunteers are required to sign in at the school office upon entering the campus and sign out when they exit the campus. Schools must require volunteers to leave their volunteer identification badges at the school when not in use.
- No person may provide volunteer service until all necessary clearances are verified by the office administrator or school principal, the volunteer has signed the online application and the Volunteer Commitment Form, and a volunteer identification badge is issued by the PCSS.
- Once a person receives a volunteer identification badge, the person is approved to provide service as a volunteer for no longer than a period of one school year at the designated school or office.