

Policy on Volunteers

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with the homes, businesses, industries, public agencies, and private institutions of our community. The BRIDGES Board of Directors, faculty and staff encourage parents/legal guardians and other members of the community to share their special knowledge and abilities with our students.

It is the intent of the Board of Directors, through this policy, to establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing, fingerprinting, and criminal record checks, as set forth herein.

The Director or designee will oversee the volunteers and will determine the level of each volunteer. All volunteers may provide instructional and non-instructional assistance to certificated personnel in the performance of any school-related activity. These duties must be school sponsored or co-sponsored and include before and after school programs. Volunteers shall not assign grades to students.

CONDUCT OF VOLUNTEERS

When volunteering on the BRIDGES campus or during BRIDGES sponsored events, volunteers shall conduct themselves at all times in a manner appropriate to the school setting and with the BRIDGES Vision Statement in mind.

Pursuant to Education Code Section 35021, volunteers shall work with students under the immediate supervision of certificated employees. Volunteers shall act in accordance with school policies, regulations, and rules. BRIDGES Charter is under no obligation to accept or place any volunteer. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules or volunteer policies to leave campus, and will immediately report the violation and removal to the Director or designee. Staff members also may confer with the Director or designee regarding any such volunteers. The Director or designee shall be responsible for investigating and resolving complaints regarding volunteers.

VOLUNTEER LEVELS

Level I Volunteers are volunteers who have minimal interaction with students. Minimal interaction is defined as those volunteers who have direct student contact for less than one (1)

hour per month and/or no one-on-one student contact (e.g. assisting with day field trips, one-time classroom presentations, fund raising and special events would constitute minimal interaction). These volunteers will not be subject to Tuberculosis testing, fingerprinting, or background check requirements.

Level II Volunteers, including parents/legal guardians, are volunteers who have more than (1) one hour per month and/or one-on-one student contact. All Level II Volunteers shall submit evidence that they are free from active tuberculosis at least once every four years pursuant to Education Code 49404. Before authorizing any person to serve as a Level II volunteer, the volunteer must complete digitized fingerprinting with an automated background check process through both the FBI and the Department of Justice. All testing and fingerprinting will be at the volunteer's expense.

BRIDGES BOARD APPROVED ON October 10, 2011