

VOLUNTEER	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
LEVEL DESCRIPTION	<p>Limited student contact <u>under the direct supervision of a certificated staff member</u> AND/OR assignment does not involve student contact but is recurring less than ten (10) hours monthly</p>	<p>Limited/short-spanned unsupervised contact with students while driving</p>	<p>Recurring/weekly student contact <u>under the supervision of a certificated staff member</u> more than ten (10) hours monthly</p>	<p>Recurring service with <u>possible unsupervised direct contact with students-still under the direction of a certificated staff member</u></p>
TYPICAL TASKS / SCOPE OF VOLUNTEERISM	<p>Volunteers assigned classroom tasks that do not involve access to student confidential information (i.e. IEP, medical, attendance, grades, or related records, etc.)</p> <ul style="list-style-type: none"> • Small groups or 1:1 with direct supervision • Preparing for art/theater projects 	<p>Transporting students in a personal vehicle to/from events</p>	<p>Volunteers with group exposure who have 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</p> <ul style="list-style-type: none"> • More than two hours of direct student contact weekly; or • Ongoing direct one-on-one or small group contact with students; or • Assisting in classrooms or chaperoning a study trip 	<p>Volunteers with classroom exposure, who work directly with students upwards of five hours per week, and may have unsupervised time with students, but only while on district property with district personnel on site</p> <ul style="list-style-type: none"> • Walk-on coaches • Overnight chaperones • Conditions typically are areas outside of the classroom where staff or other adults can observe at most times, but may occasionally include short solitary time with children and short duration of obstructed view, such as on-site tutoring
CLEARANCE REQUIREMENT	<ol style="list-style-type: none"> (1) Volunteer Registration (2) Volunteer Code of Conduct/ Confidentiality Agreement Form (3) Copy of State issued identification (DL or formal form of ID) (4) TB Risk Assessment Clearance (5) Sexual Offender (Megan’s Law) Check – CA Penal Code 290.4 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Intermittent student contact for classroom presentations, fundraising, and support for special events does not require clearance</p> </div>	<ol style="list-style-type: none"> (1) Volunteer Registration (2) Volunteer Code of Conduct/ Confidentiality Agreement Form (3) Copy of State issued identification (DL or formal form of ID) (4) TB Risk Assessment Clearance (5) Sexual Offender (Megan’s Law) Check – CA Penal Code 290.4 (6) Vehicle Record Request (DMV -can be printed from DMV website-no DUI, no more than 2 pts) (7) Copy of Auto Ins Policy Declaration (8) Personal Vehicle Use Registration Form 	<ol style="list-style-type: none"> (1) Volunteer Registration (2) Volunteer Code of Conduct/ Confidentiality Agreement Form (3) Copy of State issued identification (DL or formal form of ID) (4) TB Risk Assessment Clearance (5) Sexual Offender (Megan’s Law) Check – CA Penal Code 290.4 (6) DOJ/FBI Background Check 	<ol style="list-style-type: none"> (1) Volunteer Registration (2) Volunteer Code of Conduct/ Confidentiality Agreement Form (3) Copy of State issued identification (DL or formal form of ID) (4) TB Risk Assessment Clearance (5) Sexual Offender (Megan’s Law) Check – CA Penal Code 290.4 (6) DOJ/FBI Background check (7) Child Abuse Mandated Reporter Training