

Larchmont Schools Policy: # _____

Date Approved: _____

Larchmont Schools VOLUNTEER POLICY

Background

Larchmont Charter School (the “School”) counts on the participation of its volunteers to support many activities of the School. Our community would find it difficult to operate effectively without the valued assistance of volunteers. However, for the protection of our students and our volunteers, it is necessary that everyone follow the policies and procedures outlined in the following pages.

Determining The Suitability Of The Volunteer For Service In Our School

If a person wishes to volunteer on a regular basis and/or will be volunteering in a position that puts him or her in direct contact with students, it is the School’s policy that he or she follows the established clearance policies to ensure that Larchmont Schools remains compliant with LAUSD regulations and the law.

The purpose of the following rubric is to assist the School in determining the clearance(s) required for the type of work an individual may be doing. It is Larchmont Schools’ policy that *before anyone volunteers in direct contact with students, clearance confirmation will be provided from the Director of Human Capital or Director of Operations & Compliance. Should the volunteer applicant be determined ineligible, the applicant will be notified directly by the Head of School or the Executive Director based upon the results of the clearance review by the Director of Human Capital.*

Clearance to work in direct contact with students as an employee, volunteer, or vendor in no way conveys authority to drive students for any reason. *(This does not apply to employees or volunteers who are also parents of Larchmont Charter School students and have agreed upon supporting one another with carpooling, completely separate from School operations.)*

Volunteers are responsible for any costs incurred for fingerprinting and TB testing.

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	<i>Volunteer Application</i>	<i>Annual Megan's Law Check*</i>	<i>TB test*</i>	<i>DOJ</i>	<i>Credential</i>	<i>Agreement</i>	<i>Proof of insurance</i>	<i>W-9</i>	<i>Business License</i>
<i>Teacher</i>			Y	Y	Y	Y			
<i>Staff</i>			Y	Y		Y			
<i>Volunteer Category I</i>	Y	Y	Y	Y		Y			
<i>Volunteer Category II</i>	Y	Y	Y	Y		Y			
<i>Volunteer Category III</i>	Y	Y	Y						
<i>Volunteer Category IV</i>	Y	Y	Y			Y permission slip			
<i>Vendor Category I</i>			Y	Y	Y	Y	Y	Y	Y
<i>Vendor Category II</i>						Y	Y	Y	Y
<i>Vendor Category III</i>						Y	Y	Y	Y

* Mantoux TB test is required every four (4) years unless handling food. Food handlers require evidence of a negative TB test annually.

**No cost; go to <http://www.meganslaw.ca.gov/> then click on "About Megan's Law" and go to the bottom of the page and click on "Enter the California Megan's Law sex offender locator site." Put cursor on the disclaimer page and click until a checkmark appears. On the "Search By" page, select "Name" and complete the information request as explained. Individuals with felony sexual assault convictions may not serve as volunteers. Be sure that you have the correct individual before denying service.

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Categorization Guide

Volunteer Category I: Interacts directly with students with potential to be alone with students 1:1 or loosely supervised; *Examples:* classroom assistant, enrichment teacher.

Volunteer Category II: Interaction with students is always supervised, however contact is made; *Examples:* lunch duty or office support.

Volunteer Category III: Is on campus during special events or activities and are *never* alone with students; *Examples:* event planner/helper.

Volunteer category IV: Volunteer is a minor, who will work directly supervised by a chaperone at all times; *Examples:* minor volunteers in the office, classroom, after-school.

Vendor Category I: Works directly with students 1:1 or in a loosely supervised setting; *Examples:* tutor, counselor.

Vendor Category II: Works at school with little to no direct contact with students, *is always supervised*; *Examples:* construction worker, plumber.

Vendor Category III: Works for the school with no contact with students at any time; *Examples:* professional consultants in HR, legal, insurance.

Vendor Category IV: "Service/Utility Vendor": Regular service calls for our utility accounts. *Examples:* AT&T, Time Warner Cable, Gas Company. No need for TB or DOJ clearance because are supervised at all times.