San Juan Unified  Board Policy & Regulation: 1240 Volunteer Assistance
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 Governing Board encourages parents/guardians and other members of the community to share their knowledge and abilities with our students.

Volunteer Opportunities
Volunteers should contact the school site or department of interest directly for information regarding volunteer opportunities. A volunteer is an unpaid person who assists under the direct or indirect supervision of a district employee. Examples include (but are not limited to):
- Regularly scheduled classroom support including teacher student interns
- Field trip chaperone or *driver
- After-School program support

Visitors and Observers
Visitors and observers are not considered volunteers, do not need to complete the verification or be fingerprinted. Visitors or observers are parents/guardians and other interested members of the community that are invited to campus on an occasional basis for a specific purpose such as:
- Parent/teacher conferences, class parties
- School-wide events, Open House, student performances, etc.

Volunteer Verification
Verification is for all school sites and only needs to be completed once. All volunteers, regardless of the type of volunteer experience they will be participating in, must complete the verification process.

Volunteers who work directly with students, *drive/accompany students on field trips or may be left unsupervised with students for any amount of time are required to be fingerprinted as part of a criminal background check and must be cleared as volunteers from the District prior to contact with students. Volunteers are held to the same standards as all district employees. State law restricts involvement of people with convictions for sexual crimes, drug crimes, or serious or violent felonies.

Volunteers and visitors are required to follow school procedures and emergency health protocol in accordance with district policy, state and local laws. Volunteers and visitors shall register immediately upon entering any school building or grounds during school business hours and sign out when leaving.

*Drivers must be at least 21 years of age, are required to complete an auto usage form, have a valid California Driver’s License and appropriate automobile insurance.
Volunteers serving more than 16 hours a month, or 32 hours in a year are also required to complete mandated reporter training.

Early Childhood Education/Preschool sites may require proof of immunization and TB test.

**Fingerprinting & Background Review**

Fingerprinting services are available at no cost, by appointment at the district office. Former district employees and those verified by other organizations will also need to be fingerprinted. Current district employees and volunteers under age 18 are not required to be fingerprinted.

Proof of residency/citizenship is not required for individuals to volunteer. If you decline to complete a background review you will not be allowed to transport students for field trips or athletic events and your clearance level will be restricted to volunteering under certificated supervision.

**Confidentiality**

Background reports contain highly sensitive information and are treated as such. Specific information contained in the report is limited to the Superintendent’s designee in order to designate an appropriate clearance level and is not shared.

**Verification Process**

**Step 1:** Complete volunteer verification form online at [www.sanjuan.edu/volunteer](http://www.sanjuan.edu/volunteer)

**Step 2:** *(3-5 business days)* Form is reviewed/prescreened for current background review (fingerprinting) on file. If found on file, or if applicant is unwilling to complete a background review, process skips to step 6.

**Step 3:** *(2-3 business days)* If the background review (fingerprinting) is not completed, or not found on file, instructions on how to complete the process and the required form for LiveScan are sent via email: “Authorized for Background Review.”

**Step 4:** Schedule fingerprinting online with the district’s Human Resource Department at [www.sanjuan.edu/fingerprint](http://www.sanjuan.edu/fingerprint) (volunteer verification form must be completed first)

**Step 5:** *(5-30 business days after fingerprinting)* Upon receiving results from the DOJ and FBI an analyst reviews and updates information in the system for an appropriate clearance level.

**Step 6:** *(2-3 business days)* Volunteers receive final verification and clearance levels via email. School staff and families may confirm volunteer status with their school office or with the Family and Community Engagement Department directly.

For more information, or support please contact the San Juan Unified School District Family and Community Engagement (FACE) Department

916-971-7935  volunteer@sanjuan.edu

Revised 7/25/23
Welcome Volunteers!
Research supports a correlation between direct family involvement and schools’ overall high rate of success.

Opportunities
Volunteers should contact the school site or department of interest directly for information regarding volunteer opportunities. Opportunities may include supporting:
- Learning activities in the classroom
- Field trip chaperone or *driver
- Book fairs
- After-School program & club supervisors
- School events (family night, fundraisers, etc)

Procedures
- Check in at the office and sign in every time you enter a school site.
- Identifying badges must be visible at all times.
- Keep information about student behavior, academics or personal life confidential.

Tips for Success
- Become familiar with school and classroom policies and procedures.
- Be positive and encouraging with students, other volunteers and staff.
- Ask questions if you are unsure or directions are unclear.
- If a problem arises, discuss it with the person you are assisting.

Resolving Conflict
Parents/guardians are their child’s most important advocates. When we’re upset, it’s hard to see conflict as an opportunity. By working together to support our children, communication can improve. We expect that staff and families maintain a positive attitude when working together.
- Focus on supporting the student to help find common ground.
- Gather as many facts as you can about what’s happening.
- Discuss your concerns with the most appropriate staff member.
- Allow time for follow up.
- If you feel the issue is not resolved, connect with the principal for assistance.

Celebrate!
Celebrate family and community volunteers, school milestones and victories together!

For more information, or support please contact the San Juan Unified School District
Family and Community Engagement (FACE) Department
916-971-7935 volunteer@sanjuan.edu

Revised 7/25/23