

Oxnard School District

1051 South A Street, Oxnard, CA 93030 • 805 385-1501 • www.oxnardsd.org

VOLUNTEER



HANDBOOK

Oxnard School District

VOLUNTEERS WELCOME

Dear Volunteer:

Welcome to the Oxnard School District. We are thankful that you have chosen to volunteer your services to our schools. With the support of volunteers such as you, the opportunity to meet the individual achievement needs of each child is greatly increased.

The Oxnard School District Board and Superintendent encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools.

This handbook is designed to provide you with practical information that will assist you in your volunteer placement and the work will do. It is our goal to support your volunteer work so that the time you spend with our student is worthwhile for you as well as our students.

Once again, thank you for helping make a difference in the lives of our students.

**VOLUNTEERS
MAKE A
DIFFERENCE.**

Oxnard School District

VOLUNTEER GUIDELINES

Board Policy 1240 (BP) and Administrative Regulation 1240 (AR) are available on the District's website at www.oxnardsd.org under School Board, Board Policies, Series 1000. The following procedure must be followed by every school with respect to volunteers and visitors on school campuses (see Visitors/Outsiders BP 1250 and AR 1250).

DEFINITIONS:

1. **Volunteer** – an individual who, with school district authorization, voluntarily assist schools, educational programs, or students on a regular and ongoing basis.

A volunteer complete and meet all requirements:

- Complete Volunteer Application Form (every school year)
- Must be 21 years old
- Valid California Driver's License or California issued ID
- Sign Volunteer Code of Conduct
- DOJ/FBI Fingerprint Clearance (if applicable)
- Negative TB (Tuberculosis) Clearance (if applicable)
- TDAP, MMR and Flu shot Clearance (Pre-K only)
- Molestation Prevention Training/Handbook
- Clearance by District HR staff

SPORTS COACHES VOLUNTEER - ADDITIONAL REQUIREMENTS

- Current First Aid Certification
- Current CPR/AED Certification
- Complete Concussion Training
- Complete Sudden Cardiac Arrest Training
- Sign Code of Conduct and Expectations for Coaches

Prior to volunteering.

2. **Visitor** – an individual who, with school district authorization, attends student performances, special events, festivals, back-to-school events, Designated school district administrative personnel will determine if a visitor is to be accompanied or unaccompanied by school district staff. A visitor must sign-in at the school office whenever possible (except in large, school-wide events). School site administration determines the conditions.

SIGN-IN PROCEDURES:

1. Volunteers and visitors are required to sign-in at the school office each time they are on campus.
2. The sign-in registry should include a place for the first and last name, date, location person is visiting, and the time they reported.
3. All volunteers and visitors will be required to wear some form of identification badge issued by the school office.
4. All volunteers and visitors are required to sign-out when leaving school campus.

PROCEDURE FOR BECOMING A DISTRICT VOLUNTEER - (Parent Volunteer, Sports Coach, Community Volunteer, Student Observer, Student Teacher, Internship)

1. Volunteers are required to complete a Volunteer Application **each year** prior to being allowed to participate as a volunteer.
2. Must be 21 years old (Exception Student Observer, Student Teacher or Internship 18 years of age)
3. Possess a valid California Driver’s License or California issued ID
4. Volunteers must review and sign a Volunteer Code of Conduct.
5. Volunteers must be fingerprinted and cleared through Department of Justice and FBI.
6. Volunteers, by law will need a Megan’s Law clearance each year prior to being allowed to volunteer. The Human Resources staff will use the Megan’s Law website to clear each volunteer and will complete a declaration that she/she has done the Megan’s Law clearance.
7. Negative TB (Tuberculosis) Clearance (if applicable)
8. TDAP, MMR and Flu shot Clearance (Pre-K only)
9. Molestation Prevention Training/Handbook
10. Clearance by District HR staff

SPORTS COACHES - ADDITIONAL REQUIREMENTS

1. Current First Aid Certification
2. Current CPR/AED Certification
3. Complete Concussion Training
4. Complete Sudden Cardiac Arrest Training
5. Sign Code of Conduct and Expectations for Coaches

****NOTE**** If TB clearance is required it must be brought at time of fingerprinting, or appointment will be cancelled.

PROCEDURE FOR LIVE SCAN FINGERPRINTING

The Oxnard School District requires fingerprint clearance for district volunteers who will be attending field trips and/or spending 10 or more hours per month at a school site. Fingerprinting is performed at the District Office – 1051 South A Street, Oxnard, CA 93030. Please follow directions for scheduling your fingerprinting appointment:

In order to be scheduled for an appointment a volunteer must first have a Volunteer Application signed by the site administrator and all pertinent documents ready to be presented. To schedule your appointment call or email district staff as follows:

Erica Mata 805 385-1501 ext. 2053	Tammie Allen 805 385-1501 ext. 2054	Victoria Saadati 805 385-1501 ext. 2074	Esmeralda Hernandez 805 385-1501 ext. 2073
Soria Frank Lopez Chavez Harrington PreK/San Miguel	McAuliffe Marshall Brekke Ritchen District Office (after school, sped, etc..)	Sierra Linda Rose Lemonwood Marina West Fremont Curren	Driffill Elm Kamala McKinna Ramona

Please allow a minimum of 30 minutes to have your prints processed and paperwork reviewed.

1. Complete the Volunteer Application form signed by your site administrator and bring it to your appointment.
2. Bring your valid California driver’s license or valid California ID to your appointment.

3. There is no cost for the volunteer to be fingerprinted through the Oxnard School District.
4. Fingerprints will then be submitted to the Department of Justice (DOJ) for a criminal background check.
5. Such persons will not be permitted to volunteer until after they have been fingerprinted and the district has received DOJ and FBI clearance.
6. You are only required to be fingerprinted one time for the district. This will allow you to volunteer as long as your record stays in good standing. You will be required to complete a renewal form annually.
7. If you have been fingerprinted from another agency, you will need to be printed through our district. The DOJ does not allow agencies to share information therefore, we do not have access to your information past or future.

PROCEDURE FOR TUBERCULOSIS (TB) CLEARANCE

Volunteer must submit a negative Tuberculosis (TB) clearance at time of fingerprinting appointment if they will be volunteering more than 10 hours a month at the school site or they will be a volunteer coach.

PROCEDURE TO COMPLETE TRAINING REQUIREMENTS

Volunteers are required to complete the Sexual Molestation and Abuse Prevention Training/Handbook.

1. Information regarding the training will be provided to volunteers at their appointment and a signature will be required confirming that they have reviewed and received the information.

TRAINING REQUIREMENT FOR SPORTS COACHES

First Aid/CPR and AED

Volunteers will be required to maintain a current First Aid certification and current CPR and Automated External Defibrillator (AED) certification. The district offers courses that volunteers may attend. Sign up with Risk Management at (805) 385-1501 ext. 2442 or 2441. Courses must be completed prior to participating in sports at a school site.

TDAP, MMR and Flu Shot (Pre-K only)

Volunteer must submit a TDAP, MMR and Flu shot proof of clearance at time of fingerprinting appointment.

Concussion

Volunteer coaches must complete Concussion training free online. Volunteers will be trained regarding the signs and symptoms of concussions and the appropriate response to concussions.

Free online Concussion training can be found at: <http://nfhslearn.com/electiveDetail.aspx?courseID=15000> or <https://www.cdc.gov/headsup/index.html>

A coach of an athletic activity shall complete Concussion training every two (2) years.

Sudden Cardiac Arrest

Volunteer coaches must complete Sudden Cardiac Arrest training. Volunteers will be trained regarding the nature and warning signs of sudden cardiac arrest, risks associated with continuing to play or practice after experiencing fainting or seizures, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue.

Free online Sudden Cardiac Arrest can be found at <http://www.cifstate.org/sports-medicine/sca/index>

A coach of an athletic activity shall complete sudden cardiac arrest training every two (2) years.

