

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT



Volunteer Handbook

Communications & Community Engagement Department
1965 Birkmont Drive
Rancho Cordova, CA 95742
<http://www.fcusd.org>

Nondiscrimination Statement

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s) and Equity Compliance Officer(s): Linda Thurlo, LThurlo@fcusd.org, and Shannon Diaz, sdiaz@fcusd.org, 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000.**

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Questions about FCUSD Volunteer Procedures? Check out our [Volunteer webpage](#) at or email Volunteers@fcusd.org

FCUSD Values Our Volunteers

Volunteers play an essential role and are a valued part of our school community. We are truly grateful for your willingness to use your time and talent to benefit our students and school community.

Before choosing how you would like to volunteer, consider how you can best support the school in achieving our districtwide **Performance Targets:**

- **3rd Grade Reading:** All students will be proficient in **literacy (reading, writing, and oral language)** by 3rd grade
- **5th - 8th Grade Math:** All students will be **proficient in math** by 8th grade.
- **A-G/College and Career Ready:** All students will **graduate on time, college and career ready**
- **Systemwide Connectedness:** All students, staff, and families will **feel connected** to our district and to one another.

Getting Started - Volunteer Opportunities

Each campus has its own volunteer opportunities. Once you've completed the volunteer clearance process, you will be referred back to your site for a volunteer orientation and determine how you can support learning on this campus. Examples of volunteer opportunities include:

- **After-School Programs, Clubs, and Athletic Teams:** Volunteers support students through tutoring, homework assistance, sports, arts, or community-based activities.
- **Classroom Support** – Classroom volunteers support teachers and students by tutoring, reading with students, helping with small groups, preparing classroom materials, correcting papers, organizing files, and assisting with bulletin boards.
- **Field Trips** – Volunteers may be responsible for supervising a designated group of students throughout the field trip.
- **Serve on Your School's English Language Advisory Committee (ELAC) or School Site Council (SSC)** - Parent/guardian input on these leadership committees helps to shape how resources are used to meet each school's academic and wellness goals. Serving on SSC or ELAC does NOT involve direct or unsupervised contact with students and does not exceed 16 hours of service per year. Therefore, volunteer requirements do not apply.

- **Support Your School's PTA/PTO/PTSA** – PTA/PTO/PTSA volunteers who serve 4 or more times during school hours or volunteer for more than 16 hours per school year must complete the District volunteer application process.

Individuals helping only at after-school events (such as carnivals, fundraisers, and Red Ribbon Week) are considered Visitors/Outsiders and do not need to complete the volunteer application process, provided they do not have direct or unsupervised contact with students.

Visitors/Outsiders (BP 1250) must register through the District's visitor management system, wear District-issued identification while on campus, and are limited to four (4) visits and no more than sixteen (16) hours per school year. Anyone exceeding these limits must complete the District volunteer application process and register as a volunteer.

**** School-Connected Groups, such as PTAs, PTOs, Booster Clubs, etc., have plenty of opportunities to volunteer (see [Board Policy 1230](#) for detailed information). These organizations support the District's educational and extracurricular programs.****

Please Note: Our insurance does not allow volunteers to bring dependent children or children not enrolled in FCUSD to campus during school-day volunteer activities. Volunteers are asked to arrange alternate childcare.

Volunteer Clearance Process

To ensure campus safety, individuals interested in becoming volunteers are **required** to complete the following PRIOR to volunteering at our schools. This is the order for completing the volunteer clearance process:

1. Request the fingerprint request form from your school site.
2. Secure proof of TB clearance that is current and valid. Please note that if your TB test will expire during the school year, you'll need to get it updated before being cleared to volunteer.
 - a. This can be done through your medical provider or at a free [TB Clinic - Folsom Cordova Unified School District](#).
 - b. Complete and pay for the LiveScan process at a California Department of Justice [approved vendor](#).
 - c. The LiveScan process checks the DOJ and FBI databases for arrests, court cases, convictions, and post-conviction orders (such as dismissals), as well as some civil matters.
 - d. FCUSD will receive subsequent arrest notifications for Volunteers. Subsequent arrest information cannot be shared between organizations.

- e. Our district reviews the report to ensure volunteer applicants have no criminal record that would prohibit them from working with children.
3. Complete the Suspected Child Abuse Mandated Reporter Training.
 - a. Beginning July 1, 2026, California Senate Bill (SB) 848 expands mandated reporting and child safety requirements for school volunteers. Under this law, volunteers who are 18 years of age or older and interact with students outside the immediate supervision of a parent, guardian, or school employee may be classified as Mandated Reporters and must complete additional requirements before volunteering.
4. Complete the online volunteer application.

Please Note: The volunteer clearance process may take approximately 3–4 weeks, or longer, depending on the processing time of the Department of Justice (DOJ).

What About Employees as Volunteers?

Current FCUSD employees are required to complete the volunteer application process and receive clearance from the District Office before volunteering at any school site. Employment with FCUSD does not automatically grant approval to volunteer. These are the steps below for the employee volunteer clearance process:

1. TB Clearance: Employees must have a current TB clearance on file.
 - a. In place of submitting TB test documentation, employees may upload a recent pay stub showing their TB expiration date.
2. Suspected Child Abuse Mandated Reporter Training: Employees must ensure training is current and up to date. Volunteer Coordinator will verify completion of Suspected Child Abuse Mandated Reporter Training through Risk Management records.
3. Complete the online volunteer application available on the district website.

Please Note: Current FCUSD employees are not required to be re-fingerprinted unless informed.

Retired/Former FCUSD Employees

Former and retired FCUSD employees are required to complete the volunteer application process, which includes:

1. Secure proof of TB clearance that is current and valid
2. Getting fingerprinted with the Department of Justice (DOJ)

3. Suspected Child Abuse Mandated Reporter Training
4. Complete the online volunteer application

Please note: As required by Penal Code 11105.2(d), we notify DOJ when employees retire or resign. The DOJ ends our access to subsequent arrest notifications at that time, therefore, former and retired employees must complete the fingerprinting process again to be cleared as volunteers.

Am I Considered a Visitor or a Volunteer?

Visitors are guests on campus who: (BP/AR 1250)	Volunteers are guests on campus who: (BP/AR 1240)
- Visit campus at the discretion of the site Administration - Check in at the front office with a valid ID - Visit 4 or fewer times for 16 or fewer hours per school year - Assist in activities under the direct supervision of a certificated employee - May attend school celebrations, assemblies, performances, and parent groups held during the school day - May not be alone with students at any time	- Visit campus at the discretion of the site Administration - Check in at the front office with a valid ID - Assist on campus 5 or more times or for over 16 hours per school year - Meet district volunteer clearance requirements - Have direct contact with students, sometimes without a certificated staff member present - Chaperone on a field trip, school-related activity, or overnight field trip - As of 7/1/26, Volunteers are now Mandated Child Abuse Reporters and must show annual verification of completing this training. (AB 848)

Volunteer Orientation

Once a volunteer has been cleared by the district office, they will receive an email referring them back to your school office for volunteer opportunities. The school site where you volunteer will provide an orientation, which will include an orientation to volunteer responsibilities. This orientation may include the following:

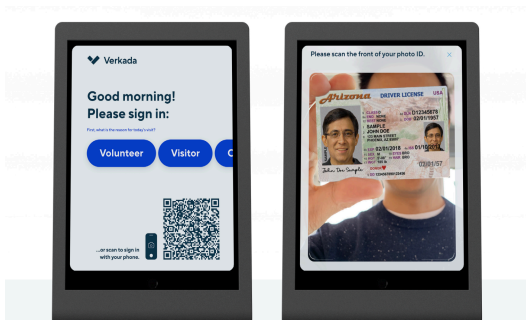
- Campus tour
- Sign-in procedures

- How to operate school equipment
- Review the school handbook (rules, schedules, staff names)
- Emergency procedures
- Where to put personal items
- Location of adult restrooms
- Staff lounge expectations and procedures

The site administration reserves the right to refuse any volunteer at their school site, a teacher may exclude any volunteer from their classroom, and the Superintendent or designee may exclude any volunteer from the district (Volunteer Assistance [Administrative Regulation 1240](#)).

Visitor and Volunteer Sign-in Procedures

FCUSD uses the Verkada check-in system for all visitors and volunteers. To support the safety and security of students and staff, all visitors and volunteers are required to check in and out through the school office using the Verkada iPad and must wear a visitor badge at all times while on campus.



When you arrive on site, please complete the following steps for signing in:

1. Select “Volunteer” on the iPad upon arrival at the school site.
2. Enter a valid phone number when prompted.
3. Take a photo for your visitor badge.
4. Scan your ID by holding it up to the camera to complete the background check.
5. Wait for clearance to be completed.
6. Receive and wear your printed badge while on campus.

When Visiting or Volunteering

- Do not take photos of students, staff, or other visitors while on campus
- Cell phones must be put away while assisting students. If you have one with you in a classroom, it must be silent or on vibrate.
- Only use restrooms designated for adults
- Respect and protect student confidentiality
- Share any concerns with an administrator right away
- Volunteers can remind students of school expectations, but are not to mediate student conflicts or speak to parents about student misbehavior.
- Do not disclose or discuss information learned on campus about students, staff, or families

Child Protection Responsibility

Beginning July 1, 2026, all volunteers in California are required to be mandated reporters (California Senate Bill 848). It is **required** that all individuals who wish to volunteer must complete mandated reporter training annually within the first six weeks of school.

Volunteers must file a report with [Sacramento County Children's Protective Services](#):

- cases of suspected infliction of physical or mental suffering on a minor,
- cases of suspected physical injuries to minors by other than accidental means, and cases of suspected sexual molestation.

If a volunteer becomes aware of suspected child maltreatment, report the observations to the school personnel immediately, and they will report directly to child protective authorities (916-874-5437) or law enforcement.

- Sacramento County Children's Protective Services - (916) 874-5437
- City of Folsom Police Department -916-461-6400 (non-emergency)
- City of Rancho Cordova Police Department - 916-362-5115 (non-emergency)

Appropriate Adult - Student Interactions

[Please review AR 4119.24 for the full policy.](#) This Administrative Regulation defines "Adults" to include, but are not limited to, district employees, contractors, volunteers, student teachers,

interns, other persons with an employment relationship with the district, and visitors/outsideers.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate educational purpose related to instruction, counseling, athletics, extracurricular activities, student health, student or staff safety, or other purposes within the scope of the Adult's duties as assigned by the District.

Adults shall remain vigilant of their position of authority and not abuse it when interacting with students.

Appropriate Adult - Student Interactions - Electronic Communications

Adults shall maintain professional boundaries with students. Adults shall not engage in personal one-on-one contact with a student by phone, letter, text message, social media internet platforms, electronic gaming, electronic communications, or other means of communication without including the parent/guardian and/or school principal.

Adults should not give out their personal phone numbers or social media/social communication contact information to students.

Appropriate Behavior, Dress & Language

Please have cell phones on vibrate while volunteering in the classroom. Personal calls or texts while performing volunteer duties are acceptable only in **emergency situations**.

Staff, students, and volunteers are to dress appropriately for working and learning at school. Dress standards are designed to contribute to a safe and positive learning environment.

- Personal cleanliness and neatness are expected.
- Shirts must be worn with no midriff exposure.
- No spaghetti straps or see-through fabrics.
- Shoes must be secured to the feet and need to be suitable for working with children.
- No clothing, jewelry, hats, or bandanas are allowed that display any drug, alcohol, sex, violence, or gang message or logo.
- No clothing, accessories, perfumes/cologne, or body adornment that can distract students from learning.
- Any person who shows up to volunteer in inappropriate attire will be asked to leave and return in more suitable clothing.

Folsom Cordova Unified School District is committed to maintaining an alcohol, tobacco, and drug-free environment for all students, staff, and visitors

Conflict Resolution

Student-to-Student Conflicts: During one's time on campus as a volunteer, one may encounter conflicts between students. All sites have a procedure for handling conflicts between students. Notify teachers or school staff so they can follow site conflict resolution procedures.

Rules and information regarding your specific site and/or department will be covered at your site orientation.

Universal Health Precautions

Good Hygiene Is The Best Way To Prevent Spreading Germs

THE BODY FLUIDS OF ALL PERSONS SHOULD BE REGARDED AS POTENTIALLY INFECTIOUS.

The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions such as nasal drainage and saliva, and breast milk. In most cases, as a volunteer, this usually means blood or drainage from scrapes and cuts, or respiratory secretions.

UNIVERSAL PRECAUTIONS should be used in all settings involving any possible body fluids from one person that may be touched by any other person. In the school setting, those precautions include good handwashing, wearing protective gloves, and careful disposal of trash.

Thorough handwashing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as part of routine hygiene.

FIRST AID INVOLVING BODY FLUIDS

- Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected areas should be washed with soap and water immediately after contact ends. To the extent practicable, use running water, liquid soap, and disposable gauze, towels, or tissues.
- Disposable single-use gloves should be used when contact with body fluids is anticipated

(such as during a bloody nose or diapering). Gloves should be standard components of first-aid supplies in schools so they are readily accessible for emergencies and for regular care provided in school health offices, cafeterias, and athletic training rooms.

- Any soiled clothing should be placed in a separate plastic bag, sealed, and labeled with the student's name. Send the bag home with the student.

SERIOUS INJURY/ILLNESS/SHOCK

- KEEP CALM. Call for assistance. Send someone to notify the nurse or principal.
- Assess the situation. Is the scene safe? Will you or the student/victim incur further injury?
- Contact the supervising teacher and/or administrator/nurse for assistance with care.
- Before calling 911, contact the site administrator or designee.
- Do not move the person until the extent of injury is determined.
- Tell the student you are going to check them. Ask what happened.
- Reassure the ill/injured person. Keep bystanders away.

Volunteer Code of Conduct

The FCUSD Volunteer Code of Conduct clarifies volunteer responsibilities and behaviors so that volunteers are successful, we ensure student safety, and keep our focus on learning.

- I will check in through Verkada at the main office immediately upon arrival.
- I will wear or show volunteer identification whenever required by the school.
- I will use only adult bathroom facilities.
- I will never be alone with individual students without the express permission of school authorities or the supervising teacher.
- I will not contact students outside of school hours without permission from the students' parents.
- I will not exchange telephone numbers, home addresses, email addresses, social media contacts, or any other personal information with students for any purpose unless it is required as part of my role as a volunteer.
- I will maintain confidentiality outside of school and will share with teachers and/or

school administrators any concerns that I may have related to student welfare and/or safety, i.e. bullying, harassment.

- I will not transport students without the written permission of parents or guardians or without the express permission of the school or district. A volunteer/personal automobile use form must be completed. In addition, volunteers must provide a photocopy of (a) your Driver's license, and (b) your Insurance Policy Declarations Page evidencing liability coverage. Volunteers must be the age of 21 and will be the sole driver of the Vehicle for any given activity, event, or competition.
- I will not take or disseminate photographs of students or school staff, or personal information about them.
- I will notify the school principal if I am arrested for a misdemeanor or felony sex, drug, or weapon-related offense.
- I will only do what is in the best personal and educational interest of every child with whom I come in contact with.
- I will wear appropriate attire, including clothes that cover my body, with no undergarments showing, and comfortable shoes.
- I will follow all District policies, procedures, and applicable laws ([Ed Code 49406](#); [Board Policy 1250](#); [Administrative Regulation 1250](#), Administrative Regulation 4219.24).

Risk Management - Volunteer Agreement

Volunteers hereby indemnify, hold harmless, and release the Folsom Cordova Unified School District (FCUSD), its governing board, officers, employees, and agents, from any and all liability claims, demands, injuries or death, losses, or damage which may be incurred during the course and scope of my volunteer activities with the District.

Volunteers understand that they are not compensated and may only provide assistance under the direction and supervision of an employee of the Folsom Cordova Unified School District. Volunteers understand that their volunteer services are at the discretion of the Board through its designee, the site principal/administrator, and that their services may be terminated at any time. Volunteers are covered under the District's Worker's Compensation Policy.

Volunteers certify that all statements made on their application and any attachments are true and complete to the best of their knowledge and authorize investigation of all statements herein recorded.

Upon submission of their volunteer application, volunteers' names will be checked against the Megan's Law database.

Commitment and Dependability:

When you make a commitment as a volunteer, our staff and students are counting on you. Make a commitment to follow the schedule as if it were a paid job. If you cannot follow through on a commitment, let your school office and/or the program you are volunteering for know as far in advance as possible.

Confidentiality:

Discuss any problem with a student with the teacher. Do not discuss any children or their problems outside the classroom.

Volunteers are required by federal law to keep all student information they obtain while working for the district confidential. Student information includes, but is not limited to, academic, medical, and personal information. In addition, volunteers **cannot take photos** or share student work without a parent/guardian's written permission. Disclosure of student information by a volunteer violates the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability.

THIS IS EXTREMELY IMPORTANT! If other parents or community members ask questions that put the volunteer in a position of breaching confidentiality, ask them to take their questions to the teacher or principal.

Child Development

- Children do not develop at exactly the same rate. There are general developmental stages that can be anticipated; however, exceptions can almost always be expected.
- Listed below are some of the more common developmental stages. This is not intended to be all-inclusive, but rather a sample of development.
- 4-5 years or preschool students: Most students are shy. They function as individuals who are brought together in a group. (They participate in parallel play.)
- 5-6 years or kindergarten students: Most students behave similarly to preschool students. They are involved in more social activities and are more aware of their friends. They are sensitive to criticism.
- 6, 7 & 8 years, primary grade students: Students are responsive to adults and other

students. Generally, they try to follow rules and are very sensitive to rule infractions. The girls are very responsive to teachers and other adults. Boys want to play and are becoming increasingly aware of their strength.

- 8, 9 & 10-year-old intermediate-grade students: Students are grouping up with friends. Girls are more aware of fashion and peer approval. Boys care little about cleanliness. Sports, recreation, and action are most important to the boys. Students this age have a strong social conscience and care deeply about the hurt dog, etc.
- 10, 11, 12 & 13 years old, middle school students: At this age, the peer group is most important, even more than family. Belonging and having friends are very important. Girls are maturing physically faster and are often taller than boys. The students have short attention spans and often go back and forth between childlike and young-adult behavior.
- 13, 14 & 15 years, early high school students: Students are still very peer-oriented. Style is important. They spend longer periods of time thinking and acting like adults.
- They need long periods of sleep. They have little regard for adult rules. They are developing their own opinions and prefer to try them out in the real world. All values need to be tested before they are accepted. They are reaching sexual maturity and are learning to deal with their own feelings and the expectations of the social mores. They look forward to the freedom they expect as adults and the constraints of values.
- 15, 16, 17 & 18 years old, high school juniors and seniors: They spend more time as adults and begin to make more adult decisions. They can be very moody and even suicidal. Their future decisions are of concern; meeting high expectations causes frustration and doubts about their abilities.

Folsom Cordova USD

Board Policy 1240 - Volunteer Assistance

[Policy 1240: Volunteer Assistance](#) - Last Reviewed Date: 06/18/2026

Folsom Cordova USD

Administrative Regulation 1240 - Volunteer Assistance

[AR 1240: Volunteer Assistance](#) - Last Reviewed Date 12/09/2025

Folsom Cordova USD

Administrative Regulation AR 4219.24 - Maintaining Appropriate Adult-Student Interactions

[AR 4219.24: Maintaining Appropriate Adult-Student Interactions](#) -

Last Reviewed Date: 04/21/2026