

Oxford Preparatory Academy

Board Policy

Volunteer Assistance

Community Relations

The Oxford Preparatory Academy (“OPA” or “School”) Board of Directors (“Board”) recognizes that volunteer assistance can enrich the School’s educational program, increase supervision of students, and contribute to school safety while strengthening the School’s relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

Parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School.

OPA shall utilize its volunteers as described below:

A. Recruitment/Placement of Volunteers

The Chancellor/Dean or designee shall be responsible for recruiting volunteers, with a particular emphasis on reaching underrepresented groups of parents/guardians and community members. As appropriate, the Chancellor/Dean or designee shall also provide potential volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Training is required in order to volunteer.

The Chancellor/Dean or designee shall inform volunteers as to the scope of services the volunteer will provide. Volunteer work is to benefit the entire class/program/activity or school group and is not serving solely for the benefit of the volunteer’s child. Classroom and school rules also apply to parent volunteers to ensure minimal distraction to the teacher and campus.

The Chancellor/Dean or designee may assign volunteers to:

1. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work, which assists certificated personnel in the performance of teaching and administrative responsibilities
2. Supervise students before and after school, during lunch, or other nutritional periods, or on field trips 3. Work on short-term facilities or other projects with a start and end date and shall be approved by the Chancellor/Dean
4. Perform other duties in support of school organizations, programs or operations as approved by the Chancellor/Dean

B. Access to and Use of OPA Campus

Immediately upon arrival, volunteers shall sign in at the main office or the designated sign-in station. Volunteers shall wear identification at all times when on campus. Volunteers shall only use adult bathroom facilities.

C. Student Safety

Volunteers shall not solicit outside student contact with any OPA student(s). Volunteers shall exchange home directory information only with parental and OPA administrative approval, and only as required as part of the volunteer role. Volunteers shall not exchange telephone numbers, home address, e-mail address, social media or gaming identifiers, or other home directory information with students for any other purpose. Volunteers shall not disclose, use, or disseminate student photographs or personal information about students, themselves, or others.

Volunteers shall not transport students without the express written permission of parents or guardians or without the express permission of the appropriate OPA administrator. Volunteers shall never be alone with students anywhere on the OPA campus without the express authorization of OPA administration.

Volunteers shall report to the appropriate OPA personnel when a student is in danger of hurting him/herself or others, or being hurt by someone else, when a volunteer has any applicable knowledge or information.

Volunteers are prohibited from using, possessing, or being under the influence of alcohol, tobacco, controlled substances, or illicit drugs in the presence of OPA's students or at any time while on OPA grounds.

No person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their duties; supervise students; or serve as a nonteaching aide to perform non instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

D. Compliance with School Policies

Volunteers shall abide by all OPA policies and procedures as adopted and amended from time to time. Volunteers shall also abide by the provisions of OPA's charter.

If a volunteer has any questions concerning OPA's policies, what constitutes confidential information, or is asked to release confidential information to a third party, the volunteer shall immediately inquire with an appropriate OPA official before taking any action.

E. Use of Confidential Information

Volunteers will only access or use confidential information, including identifiable pupil or personnel records, as needed to perform any legitimate duties as a volunteer.

Should a volunteer obtain access to any confidential pupil or personnel information, he/she shall not transmit, divulge, copy, release, sell, loan, review, alter, or destroy any such confidential information except as properly authorized by an OPA official and within the scope of the volunteer duties. Volunteers will also safeguard any passwords he/she may be given and shall not disclose any such passwords to any unauthorized third parties. Volunteers will not remove any confidential information from OPA unless specifically authorized by an OPA official to do so.

Volunteers must immediately report to the Chancellor/Dean or designee any known security breaches or any activities if the volunteer suspects such breaches/activities may compromise the confidentiality of pupil or personnel records.

F. Computer Use Protocols

Volunteers shall comply with all OPA computer and Internet use and safety policies and procedures, including but not limited to maintaining the confidentiality of electronic personnel and/or pupil information or records, and refraining from accessing any websites, posting any messages, viewing electronic images, or otherwise using the OPA computers or Internet access in any way that is threatening, obscene, disruptive, sexually explicit, obscene, pornographic, or harassing.

G. Anti-Harassment Policy

No volunteer shall be harassed on the basis of: race; color; gender (including gender identity and gender expression); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

H. Fingerprinting/Background

Prior to assuming a volunteer position working with students in a school-sponsored student activity program, a volunteer must obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, tutoring or mentoring inside or outside the classroom or another unsupervised school setting, and extracurricular activities sponsored by the school or a school group/club.

The criminal background check requirement shall apply to all volunteers.

I. Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

The Executive Director or designee may exempt from the tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

J. Volunteer Handbook and Oath

All volunteers, regardless of category, must sign and return to the Chancellor/Dean or designee the Volunteer Oath, which attached hereto as **Appendix A** and incorporated by referenced herein.

K. No Compensation

Volunteers may only provide their services to OPA for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for the services rendered. Volunteers shall not receive compensation in any form from OPA in exchange for his/her provision of volunteer services.

L. Volunteer At-Will

Volunteers serve on an at-will basis at the discretion of OPA. To that end, OPA may terminate a volunteer's services at any time with or without cause or advance notice, at OPA's sole and unreviewable discretion.

APPENDIX A

Volunteer Oath

I, (print name) _____ hereby agree to and affirm the following:

- A. Immediately upon arrival, I shall sign in at the main office and present identification.
- B. I shall wear a volunteer identification at all times on campus.
- C. I shall only use adult bathroom facilities.
- D. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
- E. I shall not solicit outside contact with students.
- F. To the extent I have any access to any confidential personnel or pupil information, I shall maintain strict confidentiality of such information outside of OPA and shall contact the Chancellor/Dean or designee if I have any questions regarding access, use or disclosure of personnel or pupil information.
- G. I agree not to transport students without the written permission of parents or guardians or without the express permission of the School.
- H. I shall not disclose, use, or disseminate student photographs or personal information about students, self, or others.
- I. In my capacity and while working as an OPA volunteer, I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- J. I agree only to do what is in the best personal and educational interest of every child and employee with whom I come into contact.
- K. I agree to report to the appropriate OPA personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
- L. I agree to abide by the Civility Policy and all other organizational policies when relating to staff, students, OPA families and community members.
- M. I have reviewed, and understand the terms of, the OPA Volunteer Assistance Policy.

Volunteer Signature: _____ Date: _____