

# FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

## ELEMENTARY SCHOOLS

Anna Kyle Elementary School TK-5  
B. Gale Wilson K-8 School  
Cleo Gordon Elementary TK-5  
Cordelia Hills Elementary School TK-5  
Crescent Elementary School TK-5  
Dan O. Root II Elementary School TK-7  
David Weir K-8 Preparatory Academy  
Dover Academy for International Studies TK-8  
Fairview Elementary School TK-5  
K.I. Jones Elementary School TK-5  
Laurel Creek Elementary School TK-6  
Mary Bird Early Childhood Education Center &  
State Pre-School  
Nelda Mundy Elementary School TK-5  
Oakbrook Academy of the Arts TK-8  
Rolling Hills Elementary School TK-5  
Sheldon Academy of Innovative Learning TK-8  
Suisun Elementary School TK-5  
Suisun Valley K-8 School  
Tolenas Elementary School K-5

## MIDDLE SCHOOLS

Crystal Middle School 6-8  
Grange Middle School 6-8  
Green Valley Middle School 6-8

## HIGH SCHOOLS

Armijo High School 9-12  
Fairfield High School 9-12  
Rodriguez High School 9-12

## SPECIALIZED SCHOOLS

H. Glenn Richardson K-Post Secondary  
Fairfield Suisun Adult School  
Matt Garcia Career & College Academy 6-12  
Public Safety Academy 5-12  
Sem Yeto High School @ FHS 10-12  
Sem Yeto Satellite @ AHS 10-12



Fairfield-Suisun Unified School District  
2490 Hilborn Road  
Fairfield, CA 94534  
707-399-5000  
<http://www.fsusd.org>

# GUIDE FOR VOLUNTEERS



## 2018-2019

We appreciate your involvement in our schools.

Your commitment of time and talent will enrich, enliven and expand the horizons of our youth.

We look forward to an outstanding school year!

## IMPORTANT INFORMATION

### • Volunteer Etiquette & Guidelines

*As a volunteer, I agree to the following:*

- ◇ Register at the school office when I arrive on campus to volunteer.
- ◇ Follow school and classroom rules and conduct myself responsibly with students on and off school grounds.
- ◇ Protect the physical, mental and emotional well being of students.
- ◇ Maintain confidentiality of student behavior and academic performance that I have observed while volunteering.
- ◇ Be free of the influence of alcohol, cigarettes, or illegal drugs when with students on or off school grounds.
- ◇ Support the teacher's instructional programs.
- ◇ Follow District procedures when working on school projects.
- ◇ Inform the teacher when I am unable to volunteer at my scheduled time or when I stop volunteering.



### • Strategies for Volunteer Success

- ◇ Be a Positive Role Model — your own behavior, dress, hygiene and dependability set an example for children.
- ◇ Learn Names — it means a lot to the children if you remember their names.
- ◇ Allow the Students to Be Themselves — It is important to help children realize they are special.
- ◇ Encourage Time for Discovery — Allow students to think about answers.



**We Appreciate You!**

## IMPORTANT INFORMATION

### • Background Check May Be Required

In order to maintain the safety and security of our students, the District may require volunteers to be processed for clearance before working with children. (CA Education Code § 45125.01) The school principal will determine if your volunteer activities necessitate a background check. The cost is \$47.00, paid by check or exact cash only. Your cooperation in this procedure is very much appreciated. The following may be required before you are accepted as a volunteer:

- DMV records check
- Fingerprinting
- Proof of adequate insurance

### • Workers' Compensation



Authorized volunteers in the District are covered by workers' compensation benefits in accordance with the California Labor Code for any injury or illness sustained while in the specific services of the school district. Should you be injured while serving in this capacity, and therefore covered under our Workers' Compensation Self-Funded Program, we need to advise you that you would not be eligible to file any civil claim, action or proceeding.

### • Automobile Liability

If you are transporting students in your volunteer capacity, the owner (operator) of a vehicle must carry his/her own liability. (Minimum liability requirements: \$100,000 per person to \$300,000 and \$50,000 Liability/Property Damage per occurrence). Please provide to your school office proof of liability insurance, in the name of the volunteer, for the vehicle that will be driven. A Volunteer Vehicle Form may be completed for this purpose. Please make sure you follow pick up and drop off directions given by the teachers. All children MUST be appropriately restrained in seat belts and children under 8 years of age or under 4'9" need to be in a child passenger restraint device. (CA Vehicle Code § 27360, effective 01/01/2012).



\* For more information, see BP/AR 1240, Volunteer Assistance.