

Global Education Academy

BOARD POLICY

TITLE: School Visitor Fingerprinting and T.B. Testing Policy

DATE: This Policy was adopted by the Board on 2013.12.03.

PURPOSE: Global Education Academy's (GEA) original policy as stated in the Parent Handbook is not clear regarding circumstances when a parent or other volunteer is required to have a background check and/or tuberculosis testing. The purpose of this policy is clarify when such background checks or testing is required to provide students with adequate protections.

INSTRUCTIONS: I. BACKGROUND

Schools are required to have a policy regarding background checks and tuberculosis (TB) testing. Adoption of this policy will keep GEA compliant with the law and will offer protections described above.

II. Tuberculosis Clearance

Tuberculosis (TB) clearance must be presented to school personnel prior to the volunteer start date. All TB clearances must be within six (6) months prior to the individual starting volunteer service. TB clearances that are older than six months from the volunteer start date will not be accepted.

- The TB clearance must be kept on file at the school.
- A volunteer applicant may provide TB clearance using their personal doctor's form.
- The initial TB examination must consist of a Mantoux Skin Test (not a chest X-ray, unless required due to medical circumstances).
- Volunteers with documented positive skin tests must subsequently show proof of a negative chest X-ray.
- Volunteers with positive skin tests and normal chest X-rays must furnish written proof from a health provider every four (4) years showing he/she is free from active tuberculosis.
- Continuing volunteers with negative skin tests must repeat the Mantoux skin test every four (4) years.
- Volunteers that are unable to take the Mantoux skin test or receive a chest X-ray due to medical circumstances must provide a signed statement (dated within six months prior to beginning a volunteer assignment) from a licensed physician stating that the individual is not carrying the TB virus and is not at risk of spreading TB to the greater population. Signed statements must be:
 - Re-certified at the beginning of each school year
 - Kept on school file for five (5) years
- Individuals can utilize their own healthcare provider or use free/low cost community clinics to obtain a TB screening.

EXCEPTIONS – Parents or volunteers will not be required to submit TB clearance under the following circumstances:

- Parents observing their child's classroom and who remain under the direct supervision of a teacher at all times.
- Individuals participating in one-time activities where there is limited contact with students or staff and supervision is provided by a certificated employee. Examples include:
 - Chaperoning events or one-day field trips (under 16 hours in duration)
 - Providing clerical functions
 - Guest speaking engagements
 - Job-shadowing events

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III. BACKGROUND CLEARANCE

The school principal or an acceptable designee must check all volunteer applicants against the California Megan's Law online database for sex offender clearance at <http://www.meganslaw.ca.gov/>.

Any volunteer applicant whose name appears on Megan's Law list and is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity, including individuals participating in one-time activities.

Fingerprinting

GEA adheres to State statutes pertaining to supervised volunteerism in public schools. Fingerprinting by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required for the following persons prior to beginning any volunteer activity:

- Persons volunteering for more than 16 hours per week, regardless of supervision by certificated or classified staff members
- Volunteer coaches, regardless of the number of hours served
- Persons volunteering for less than 16 hours per week under general supervision and whose duties require more than limited contact with students (as determined by the school principal). For example:
 - Playground assistants
 - Mentors
 - Tutors

EXCEPTIONS – The following individuals are not required to be fingerprinted:

- Parents observing their child's classroom and who remain under the direct supervision of a teacher
- Persons volunteering for less than 16 hours per week under general or certificated supervision whose duties require very limited contact with students. Examples include:
 - Parent Center assistants
 - Parking valet volunteers
 - Volunteers performing clerical work
- Persons volunteering for one-time events or field trips lasting less than 16 hours

Adopted: _____

Board Secretary: _____