

## **AR 1240 Volunteer Assistance**

### **Definition of Volunteer**

A volunteer is a person who, without expectation of compensation, assists a District employee in the performance of his or her duties.

### **Qualifications of Volunteers**

Before being accepted as a volunteer, all applicants are required to complete and sign a “Volunteer Application,” a “Criminal History Declaration,” and the “Expectations and Requirements for Volunteers” agreement. Nothing in this regulation will prohibit authorized parents/guardians from visiting their child’s classroom or school campus providing that such a visit has been arranged in advance with the school administrator and is in compliance with Board Policy 1250, “Visitors/Outsiders.”

Upon entering school grounds, volunteers must register with the school site office as required by Board Policy 1250.

### **Duties of Volunteers**

The Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher; (Education Code 35021, 45343, 45344, 45349)
2. 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; (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods; (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"; and
5. Perform other duties in support of district or school operations as approved by the Superintendent or designee.

Volunteers shall not be authorized to assign grades to students, and shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344)

Adults who provide outside contracted program services or therapy are not considered volunteers or chaperones.

### **Basic Skills Proficiency Requirement**

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the Superintendent or designee. (Education Code 45344.5, 45349)

## **AR 1240 Volunteer Assistance (continued)**

### **Criminal Background Check**

The Superintendent or designee shall establish safety policies for the protection of students and adults. These policies shall include proper procedures regarding fingerprinting, and criminal record checks.

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall 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, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

The Superintendent or designee shall determine which volunteer positions in the district are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing non-instructional services. (Education Code 49024)

### **Registered Sex Offenders**

The Superintendent or designee shall require all volunteer applicants to disclose whether they are registered sex offenders and/or to provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

Registered sex offenders are prohibited from serving as volunteers.

### **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 Superintendent 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)

### **Volunteer Facilities Projects**

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they involve the following types of work: (1) alterations, additions, or repairs to buildings and grounds; (2) construction involving wall or roof penetration, drilling, or nailing; (3) structural modifications; (4) electrical, electronic, plumbing, or heating and cooling work; (5) painting; (6) installation of carpet, playground equipment, benches, sprinkler systems, marquees, or signs; (7) paving; or (8) tree planting, pruning or removal.

## **AR 1240 Volunteer Assistance (continued)**

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she will also ensure that such comply with building and safety codes and other applicable laws and collective bargaining agreements. The District will provide on-site assistance and supervision for such projects as necessary.

### **Field Trip Chaperones**

Before chaperoning students on an overnight field trip, volunteer applicants must (1) have completed a fingerprinting and criminal record clearance through the District, or have an ASCC from the California Commission on Teacher Credentialing, and (2) sign a "Chaperone Agreement."

Volunteer chaperones who will be alone with students on a field trip or off-site activity of any duration must have completed a fingerprinting and criminal record clearance through the District, or have an ASCC from the California Commission on Teacher Credentialing.

Volunteers involved with one-day school-sponsored trips or off-site activities under the immediate supervision and direction of a District teacher or administrator must complete the required applications. In addition, prior to the trip, the site principal or designee shall conduct a search for the volunteers' names on the Megan's Law website.

### **Child Care and Preschool**

Volunteers in preschool must be fingerprinted for criminal record clearance if they have unsupervised contact with children. Volunteers do not have to be fingerprinted if they work exclusively with their own child.

All volunteers in preschool must be tested for tuberculosis within 60 days before and no later than 7 days after the volunteer service begins. Staff shall also maintain annual follow-up reports indicating each volunteer is free from active tuberculosis.

Child Care does not utilize volunteers during the school year. Chaperones may be utilized during summer field trips.

### **Appeal from Denial of Volunteer Service**

If for any reason a site administrator denies a volunteer applicant the privilege of volunteering, the volunteer may submit a written rebuttal to the Superintendent or the Superintendent's designee for review. The Superintendent or designee will make the final decision whether the applicant may serve as a volunteer.

#### **Board Approved:**

September 27, 2018

October 3, 2016

August 13, 2015

July 28, 2011

March 25, 2004

Effective Date: July 1, 2004