

Volunteer Assistance

Administrative Regulation:

All volunteers are required to submit the “Volunteer Registration Form” at the school site. Nothing in this regulation shall 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 administration and is in compliance with Board Policy \_\_\_\_.

Volunteers for Related Educational Purposes

Volunteers are divided into two categories.

I. Under Direct Supervision

Volunteers may serve as assistants to teachers under the **direct supervision** and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. **These volunteers are not to be left alone with students nor are they allowed to supervise students outside the presence (visibility) of a certificated employee.** This category does not/but may require fingerprinting or criminal records clearance.

II. Not Under Direct Supervision

Volunteers may serve as assistants to teachers **not** under the direct supervision of certificated personnel. These volunteers may be assigned to supervise groups of students outside the presence of a certificated employee. **These volunteers are required to be fingerprinted and/or have a criminal record clearance** as authorized by Education Codes 45347, 45349, 45125, 44010, 44011, and Penal Code Section 11105.3 where applicable.

Activities may include, but not be limited to:

1. Coaching.
2. In a one-on-one tutoring setting (community volunteers, grandparent program).
3. Overnight extended school-sponsored trips.
4. Field trips where they are not under the direct supervision of certificated personnel (i.e. drivers of private vehicles).
5. *Student teachers and/or observation students (talent search, tutoring programs). (Optional)*

*No parent or other volunteer shall be required to pay a fee to comply with the requirements of this regulation. (Optional)*

Adopted: \_\_\_\_\_

Upon receiving the criminal background information regarding a volunteer, the District shall not place a volunteer who has been convicted of a serious or violent felony as defined in Penal Code Section 1192.7. For any other conviction, the District may decide to not utilize the volunteer depending on the nature of the conviction involved as it relates to the volunteer's duties. Convicted sex offenders cannot serve as volunteers.

**Volunteers for Facilities Projects**

Facilities project volunteers may work on short-term facilities projects pursuant to Governing Board policy. All volunteer facilities projects shall have approximate start and completion dates and must be approved by the Principal in advance.

Should the activity occur where students are present, or entail working with students, the volunteer shall complete the volunteer application form. The district will then determine which volunteer category the individual will fall under (under direct supervision or not under direct supervision).

Projects approved by the Principal shall also 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
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

Adopted: \_\_\_\_\_

The Superintendent or designee shall ensure that the above projects comply with health and safety codes, building codes, fire codes, environmental laws, and agreements with employee bargaining unit. The District will provide on-site assistance and supervision for such projects, depending upon their complexity and the expertise of the volunteers. Projects shall be inspected upon completion to ensure that the work was done satisfactorily. Electrical, electronic, heating, ventilation air conditioning, plumbing, welding, and structural work must be done by a licensed contractor or performed under the supervision of a skilled district maintenance employee with the knowledge of the trade involved.

**Volunteer Identification**

In order to determine at a glance which volunteers may be unsupervised with students; all volunteers shall wear identification badges. District may choose to use photo identification badges. Red badges will be for volunteers under direct supervision. Green badges will be for volunteers not under direct supervision. If photo identification badges are not used, the following information should be on the badges; school name or logo, “Volunteer”, current school year.

**Tuberculosis Testing**

*All volunteers shall be tested for tuberculosis within sixty (60) days before or within seven (7) days after the volunteer service begins. Staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (Optional)*

Adopted: \_\_\_\_\_