

VOLUNTEER ASSISTANCE

I. Volunteer Definition

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis. Also included in this definition are those who help on a one-time basis transporting or working with children without the direct oversight of certificated staff. Parents who observe or visit their child at school on a regular basis and stay more than 15 minutes each time are considered volunteers. Volunteer screening is required for all volunteers.

Individuals who are at the school to attend or help at a one-time special event involving no unsupervised contact with children are not considered volunteers by this definition and are not required to be screened. Examples include helping at a school fair, assembling registration packets, participating in a campus clean-up day, or attending a career day. A parent picking up their child from school or randomly observing or visiting their child's school is not considered a volunteer. Volunteers (including Parent Volunteers) are divided into two categories, student contact volunteers and non-student contact volunteers:

II. Student Contact Volunteers

These volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (All volunteers in child care and child development programs are part of this category except parents, legal guardians and foster parents of a child enrolled in the program who are under direct supervision of a certificated employee under Section I.) Volunteers in this category are required to be fingerprinted and have a criminal record clearance. Volunteers shall be informed that the district is conducting this records check.

Volunteer activities requiring fingerprinting and a criminal record clearance in addition to other specific requirements include, but are not limited to:

1. Coaching
2. One-on-one tutoring or mentoring inside or outside the classroom or another supervised school setting
3. Attending or chaperoning overnight school-sponsored trips
4. Transporting students in a private vehicle
5. Student observation as a part of a formal teacher preparation program
6. Any other volunteer activity, including that done by parents in child care and development programs, where there is the possibility of unsupervised contact with children
7. Any other volunteer activity where the funding agency requires such a criminal record clearance

III. Non-Student Contact Volunteers

These volunteers may work on short-term facilities or other projects pursuant to Governing Board policy and Administrative Regulation. Should the activity occur where students are present, or entail working with students, screening will be required. The Superintendent or designee will determine which level of records check is required.

IV. Exclusion of Volunteers

Upon receiving the criminal background information regarding a volunteer, the Superintendent or designee shall not place a volunteer in a child care or child development program who has been convicted of a crime other than a minor traffic violation or arrested for any crime under Penal Code Sections 245, 273a, 273.5 or 290. In all other programs, the Superintendent or designee shall not place a volunteer who has been convicted of a serious or violent felony as defined in Penal Code Sections 667.5 and 1192.7. For any other conviction, the Superintendent or designee may decide to not utilize the volunteer depending upon the nature of the conviction as it relates to the volunteer's duties. A person who is required to register as a sex offender pursuant to Penal Code Section 290 shall not serve as a volunteer.

V. Volunteer Identification

In order to determine at a glance which volunteers may be unsupervised with students, volunteers will be required to wear identification badges, differentiating who does and who does not require direct supervision. The district or a school site may choose to use photo identification badges for on-going volunteers, as long as the level of required supervision is clearly visible.

VI. Tuberculosis Testing

No volunteer shall be assigned to provide supervision or instruction of students unless she/he has submitted evidence of an examination within the past 60 days to determine that she/he is free of active tuberculosis. Consistent with Education code, a volunteer who has volunteered or been employed in another school district shall be deemed to meet the requirement if the prospective volunteer or the district where they worked or volunteered can provide written verification that they were examined within the past four years and found to be free of communicable tuberculosis. Volunteers who skin-test negative shall thereafter be required to take a tuberculosis test every four years.

VII. Basic Skills Proficiency

Volunteers providing supervision or instruction of students shall give evidence of basic skills proficiency.

VIII. Workers' Compensation

Unsalaries volunteers may be considered employees of the district for workers' compensation insurance purposes. If injured while serving as volunteers in the district, they should file workers' compensation insurance forms provided by the district office.

Nothing in this regulation shall prohibit authorized parents/guardians from visiting their child's classroom or school campus providing that such a visit is in compliance with Board policy, school rules and applicable law.