

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 1000 – COMMUNITY RELATIONS

Policy 1240

Volunteer Assistance

The Solano County Office of Education (SCOE) encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. Volunteer assistance in schools can enrich the educational program, enhance supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. SCOE also encourages community members to serve as mentors providing support and motivation to students.

The County Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. S/he may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs, and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with SCOE policies, regulations, and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. SCOE nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

Volunteer aides 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.

The Superintendent encourages principals and staff members to develop a means for recognizing the contributions of each program's volunteers.

Definitions

Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by SCOE or a school booster club. This 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 fieldtrip or community members providing noninstructional services.

Qualifications of Volunteers

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. Any volunteer working with students in a SCOE-sponsored

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student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement.

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not be assigned to assist certificated personnel in the performance of their duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which s/he would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors.

The Superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide SCOE with sufficient information in order to allow verification of this status through the Department of Justice.

No volunteer shall be assigned to supervise or instruct students unless s/he has submitted evidence of an examination within the past 60 days to determine that s/he is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406.

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Duties of Volunteers

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.

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities.

Volunteers may work on short-term facilities projects pursuant to policy and administrative regulation.

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the site administrator in advance.

Projects approved by the site administrator 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, playground equipment, benches, sprinkler systems, marquees and signs

7. Paving
8. Tree planting, pruning or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. S/he shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. SCOE shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

Legal Reference:

EDUCATION CODE

- 35021 Volunteer aides
- 35021.1 Automated records check
- 44010 Sex offense; definition
- 44227.5 Classroom participation by college methodology faculty
- 44814-44815 Supervision of students during lunch and other nutrition periods
- 45125 Fingerprinting requirements
- 45340-45349 Instructional aides
- 45360-45367 Teacher aides
- 49406 Examination for tuberculosis

GOVERNMENT CODE

- 3100-3109 Oath or affirmation of allegiance
- 3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

- 1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

- 3364.5 Persons performing voluntary services for school districts

PENAL CODE

- 290 Registration of sex offenders
- 290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 22

- 101170 Criminal record clearance
- 101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

- 6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

- 62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

- Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Policy Cross-Reference:

- 0410 Nondiscrimination in Programs and Activities
- 1000 Concepts and Roles
- 1020 Youth Services
- 1400 Relations Between Other Governmental Agencies and the Schools
- 1700 Relations Between Private Industry and the Schools

Policy Cross-Reference: (Continued)

- 3514 Environmental Safety
- 3514.1 Hazardous Substances
- 3515.2 Disruptions
- 3515.5 Sex Offender Notification
- 4112.4 Health Examinations
- 4212 Appointment and Conditions of Employment
- 4222 Teacher Aides/Paraprofessionals
- 5020 Parent Rights and Responsibilities
- 6020 Parent Involvement
- 6171 Title I Programs
- 7111 Evaluating Existing Buildings
- 7140 Architectural and Engineering Services