

Community Relations

Participation by the Public – Volunteer Assistance

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.
2. 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.
3. Supervise students during lunch, breakfast, or other nutritional periods.
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects."
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.

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.

Criminal Background Check

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 the volunteer's 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.

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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 noninstructional services.

Registered Sex Offenders

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender 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.

No person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer 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 noninstructional 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 the person 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.

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that the volunteer has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

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.

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

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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
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. The Superintendent or designee shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The District shall provide on-site assistance and supervision for such projects as necessary.

Chaperone Guidelines

Parent/guardian involvement is essential to the success of District students. The District desires parents and guardians to be actively involved in students' education both inside and outside of the classroom. Field trips and other off-campus learning experiences are crucial for students to gain a broader understanding of the world around them. For those experiences to be most beneficial to our students, it is critical to have well-informed, helpful chaperones who can enrich each students' learning experience.

1. All volunteers serving as chaperones on overnight field trips must have submitted to an automated criminal records check, at their own expense, through a local law enforcement agency and shall submit fingerprints to the Department of Justice for a criminal records check. No person shall serve as a chaperone unless cleared through these methods. Chaperones shall be cleared annually.

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A person who has been convicted of any violent, drug related, or other serious felony shall not serve as a chaperone in the District.

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a chaperone in the District.

2. Chaperones must have submitted a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.
3. Chaperones must arrive on time. This will typically require chaperones to arrive at least 30 minutes prior to the scheduled arrival of students at which point the chaperone will be considered “on duty.” If the chaperone is unable to attend the event or trip, the chaperone must alert the teacher supervising the event or trip as soon as possible and no later than 48 hours before the day the event or trip is to take place.
4. Chaperones are considered “on duty” at all times during the event or trip. If the trip is an overnight field trip, the chaperone is expected to be available to assist students and/or the supervising teacher 24 hours per day.
5. At all times a chaperone is “on duty” the chaperone shall not:
 - (A) Use or possess alcohol or other drugs
 - (B) Use tobacco
 - (C) Administer any medications, prescription or nonprescription to students unless the student is the chaperone’s own child
 - (D) Use the public parts of the bathroom (urinals), showers, or dress/undress in the presence of students
6. Chaperones shall not place themselves in situations in which they are alone with individual students.
7. Chaperones shall not use cellular telephones for voice or text communications while participating in activities with students unless it is a bona fide emergency. At all times, the chaperone’s primary focus should be the safety of the students.

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8. Chaperones are expected to serve as good examples for the students and shall refrain from using inappropriate language, telling inappropriate jokes, or otherwise engaging in unprofessional behavior.
9. Chaperones shall supervise students and guide and assist students with safety and appropriate behavior. If an issue arises concerning student behavior, the chaperone should report the issue to the supervising teacher immediately. All student discipline matters will be handled exclusively by the supervising teacher.
10. Chaperones shall not touch students or use any physical force on students. In the event that a chaperone must act to protect the safety of him/herself or the students, the chaperone shall only use physical force that is reasonable and necessary under the circumstances.
11. Chaperones must comply with any applicable local policies concerning transporting students and any other local policy governing volunteer conduct.
12. Chaperones are expected to treat all students fairly and equally.
13. There is an expectation that students with unique needs will participate in field trips and off-campus learning activities with typical peers. Chaperones are expected to maintain confidentiality of any information they may learn about a student during the course of the field trip.
14. Chaperones will not bring children on the field trip, other than the students participating in the field trip.
15. Chaperones who will be transporting students in their private vehicles will complete the District-approved form and will maintain a pre-approved route to and from the event, not taking any detours or making any unscheduled stops.

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