
CLOVIS UNIFIED SCHOOL DISTRICT

SCHOOL COMMUNITY RELATIONS

Community Relations

VOLUNTEER ASSISTANCE

Duties of Volunteers

1. Volunteers may assist certificated personnel in the performance of their duties, supervision of students, and instructional tasks which, in the judgment of the certificated personnel to whom the volunteer is assigned, may be performed by a person not certified as a classroom teacher. These duties shall not include assignment of grades to students.
2. Volunteers may supervise students during lunch and/or breakfast periods. They may also serve as non-teaching aides under the immediate supervision and direction of certificated personnel and perform non-instructional work.
3. Volunteers may work on short-term facilities projects as approved by the Superintendent or designee, and authorized by the site principal.

Qualifications of Volunteers

1. Volunteers providing supervision or instruction of students shall provide evidence of basic skills proficiency, including previous, related experience.
2. The Superintendent or designee may refuse to allow a person to volunteer, or limit the activities of a volunteer who has been found guilty or pled guilty to any criminal offense in a court of law.
3. Prior to parent or other volunteer participation in student programs or activities, the principal or his/her designee must check Megan's Law or other appropriate law enforcement registries to ensure that individuals have not been registered as sex offenders. A person who is required to register as a sex offender pursuant to Penal Code Section 290 shall not serve as a volunteer in classrooms or other situations where the person will or is likely to have contact with students.
4. Volunteers shall be fingerprinted only when placed in situations in which they directly supervise students without a paid District employee present or volunteer on a one-time basis to transport or chaperone students with appropriate parent permission (i.e. off-campus activities and/or programs such as Destination Imagination, Robotics, etc. or any activity without direct supervision by a paid District employee).
5. No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. A person who tests positive for tuberculosis may not serve as a volunteer. Volunteers whose skin test is negative shall thereafter be required to take a tuberculosis test every four years. 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. In situations in which volunteers must be fingerprinted or tested for tuberculosis, the District may collect a reasonable fee not to exceed the actual costs incurred by the agency.

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6. Volunteers shall be provided with information regarding state and federal laws and all policies and regulations of the Governing Board, including rules and regulations of the Volunteer Program. All volunteers shall be required to complete and submit the “Volunteer Application Form 9212” to the appropriate school site prior to providing service to schools and/or related programs.
7. Effective July 1, 2010, volunteers who will be transporting students must also submit Form 8302-1 – Private Vehicle Driver Application, and comply with the requirements of Board Policy and Administrative Regulation No. 8302 – Transportation of Students by Private Vehicle.
8. Volunteers will be provided, and shall wear in plain view at all times while engaged in volunteer activities, an identification card.

DUCATION 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 employee's 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 1 programs

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