

Regulation 1240: Volunteer Assistance

Status: ADOPTED

Original Adopted Date: 10/17/2016 | **Last Revised Date:** 09/14/2023 | **Last Reviewed Date:** 09/14/2023

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 volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of duties normally performed by classified instructional assistants, nor the assignment of grades to students. (Education Code 45343, 45344, 45349)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as non-teaching assistants under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

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

Qualifications of Volunteers

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

A person who is required to register as a sex offender pursuant to Penal Code 290 shall not serve as a volunteer instructional aide or as a volunteer non-teaching aide under the direct supervision of a certificated employee. (Education Code 35021) The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and non-teaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290.

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. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

Because volunteers may serve in a variety of areas and in a variety of circumstances, the requirements for volunteers may vary. The district has established the following definition and requirements for volunteers:

Parent Club, Booster Club, or Special Event Volunteers

These volunteers provide assistance with snack bars, grad-night parties, band marathons, and other limited events or special occasions. They work with other volunteers, are supervised by certificated staff, and do not have direct responsibility for supervising students. No clearance or prior approval is required.

Classroom, Library or Office Volunteers

These volunteers provide assistance that is limited to work that does not replace the normal duties of classified administrative assistants or instructional assistants in administrative or academic areas on a regular or frequent basis, such as a three-day-per-week library volunteer, a college student assisting with a class for credit, or a two-day-per-week office assistant. These volunteers generally fit into two categories: (1) supervised and unlikely to be alone with students, or, (2) unsupervised and/or likely to be alone with students. The requirements for each group are as follows:

Supervised or Unlikely to Be Alone with Students

1. Completion of a district volunteer information form that includes name, address and phone number, brief description of service to be provided and name of supervisor.
2. Daily registration & clearance through the national registry upon entering school grounds.
3. A valid tuberculosis (TB) clearance.
4. No volunteer may provide services until the form and TB clearance are completed and on file with the principal.

Unsupervised or Likely to Be Alone with Students

1. Completion of a district volunteer information form that includes name, address and phone number, brief description of service to be provided and name of supervisor.

2. DOJ and FBI fingerprint clearance.
3. A valid tuberculosis (TB) clearance.
4. No volunteer may provide services unless and until the appropriate forms are on file with the principal.

Athletic Coaching Volunteers

These volunteers serve as unpaid coaches. A volunteer coach must meet the guidelines established in Title 5 of the California Code of Regulations established for paid, non-certificated coaches. The requirements for volunteer coaches are as follows:

1. The principal will submit a completed coaching application form and volunteer information form.
2. DOJ and FBI fingerprint clearance.
3. TB Clearance.
4. Valid CPR/AED Card.
5. Valid First Aid Card.
6. CIF Mandated Coaching Certificate
7. Concussion Certificate
8. Sudden Cardiac Arrest Certificate
9. No volunteer may perform services unless and until the appropriate forms are on file with the principal.

The district recognizes the importance of parents/guardians and other community members who volunteer and provide transportation to students who participate in and attend athletic and special school activities. Administrative regulations in the 3000 series identify further requirements governing Volunteers and Transportation of students.

Co-Curricular Coaching Volunteers

Similar to Classroom, Library or Office Volunteers who provide assistance that is limited to work that does not replace the normal duties of classified administrative assistants or instructional assistants in administrative areas on a regular or frequent basis, Co-Curricular Coaching Volunteers assist certificated staff with the facilitation and supervision of co-curricular activities, such as Speech and Debate, Marching Band or the Dance Team, throughout their performance/competition season.

Co-Curricular Coaching Volunteers may be unsupervised and/or are likely to be alone with students; therefore, the requirements are as follows:

1. Completion of a district volunteer information form that includes name, address and phone number, a brief description of the service to be provided and name of supervisor.
2. DOJ and FBI fingerprint clearance.
3. A valid tuberculosis (TB) clearance.
4. No volunteer may provide service unless and until the appropriate forms are on file with the principal.

The district recognizes the importance of parents/guardians and other community members who volunteer and provide transportation to students who participate in and attend athletic and special school activities. District Administrative Regulations 3542.4 and 3542.5 identify further requirements governing Volunteers and transportation of students.

Volunteer Services

Volunteers 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. (Education Code 35021)

Volunteer Facilities Projects

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

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 playing field equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Superintendent or designee shall ensure that the volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she 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. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.

Reimbursement For Fingerprinting

The cost for the processing of fingerprints shall be the responsibility of the volunteer.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

22 CCR 101170
22 CCR 101216
Ed. Code 35021
Ed. Code 35021.1
Ed. Code 35021.3
Ed. Code 44010
Ed. Code 44814-44815
Ed. Code 45125
Ed. Code 45125.01
Ed. Code 45340-45349
Ed. Code 45360-45367
Ed. Code 48981
Ed. Code 49024
Ed. Code 49406
Ed. Code 8482-8484.6
Ed. Code 8484.7-8484.9

Description

[Criminal record clearance](#)
[Health screening; volunteers in child care centers](#)
[Volunteer aides](#)
[Automated records check](#)
[Registry of volunteers for before/after school programs](#)
[Sex offense; definition](#)
[Supervision of students during lunch and other nutrition periods](#)
[Fingerprinting requirements](#)
[Interagency agreements for criminal record information](#)
[Instructional aides](#)
[Teacher aides](#)
[Parental notifications](#)
[Activity Supervisor Clearance Certificate](#)
[TB risk assessment](#)
[After School Education and Safety Program](#)
[21st Century Community Learning Center program](#)

State References

Gov. Code 12940
 Gov. Code 3543.5
 H&S Code 1596.7995
 H&S Code 1596.871
 Lab. Code 1720.4
 Lab. Code 3352
 Lab. Code 3364.5
 Pen. Code 290
 Pen. Code 290.4
 Pen. Code 290.95
 Pen. Code 626.81

Description

[Unlawful discriminatory employment practices](#)
[Prohibited interference with employees' rights](#)
[Immunization requirements for volunteers in child care center or preschool](#)
[Fingerprints of individuals in contact with child day care facility clients](#)
[Public works; exclusion of volunteers from prevailing wage law](#)
[Workers' compensation; definitions](#)
[Authority to provide workers' compensation insurance for volunteers](#)
[Registration of sex offenders](#)
[Information re: sex offenders](#)
[Disclosure by person required to register as sex offender](#)
[Sex offender; permission to volunteer at school](#)

Management Resources References

PERB Decision
 Website
 Website
 Website
 Website
 Website
 Website

Description

Whisman Elementary School District (1991) PERB Decision No. 868
[CSBA District and County Office of Education Legal Services](#)
[California Department of Justice, Megan's Law](#)
[California Department of Education, Parents/Family and Community](#)
[Commission on Teacher Credentialing](#)
[CSBA](#)
[California State Parent Teacher Association](#)

Cross References

0410
 0500
 1000
 1100
 1150
 1250
 1250
 1400
 1700
 3514
 3514
 3514.1
 3514.1
 3515.2
 3515.5
 3515.5
 3530
 3530
 3541.1

Description

[Nondiscrimination In District Programs And Activities](#)
[Accountability](#)
[Concepts And Roles](#)
[Communication With The Public](#)
[Commendations And Awards](#)
[Visitors/Outsiders](#)
[Visitors/Outsiders](#)
[Relations Between Other Governmental Agencies And The Schools](#)
[Relations Between Private Industry And The Schools](#)
[Environmental Safety](#)
[Environmental Safety](#)
[Hazardous Substances](#)
[Hazardous Substances](#)
[Disruptions](#)
[Sex Offender Notification](#)
[Sex Offender Notification](#)
[Risk Management/Insurance](#)
[Risk Management/Insurance](#)
[Transportation For School-Related Trips](#)

Cross References**Description**

3543	Transportation Safety And Emergencies
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.5	Criminal Record Check
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131	Staff Development
4131	Staff Development
4141	Collective Bargaining Agreement
4157.1	Work-Related Injuries
4212	Appointment And Conditions Of Employment
4212.5	Criminal Record Check
4217.3	Layoff/Rehire
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4241	Collective Bargaining Agreement
4257.1	Work-Related Injuries
4312.5	Criminal Record Check
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4357.1	Work-Related Injuries
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E PDF(1)	Parent/Guardian Notifications
6020	Parent Involvement
6020	Parent Involvement
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education

Cross References

6145

6145

6154

6163.1

6171

6171

6184

6184

7140

7140

9200

Description[Extracurricular And Cocurricular Activities](#)[Extracurricular And Cocurricular Activities](#)[Homework/Makeup Work](#)[Library Media Centers](#)[Title I Programs](#)[Title I Programs](#)[Continuation Education](#)[Continuation Education](#)[Architectural And Engineering Services](#)[Architectural And Engineering Services](#)[Limits Of Board Member Authority](#)