

Regulation 1240: Volunteer Assistance

Status: ADOPTED

Original Adopted Date: 10/26/2005 | **Last Revised Date:** 04/14/2026 | **Last Reviewed Date:** 04/14/2026

The Governing Board may permit volunteers to perform services on district premises, so long as the services are under the supervision or direction of the appropriate district personnel. (Education Code 35021)

Non-employee volunteers shall not serve in an employee capacity of the school district and shall serve without compensation of any type or other benefits afforded to employees of the District.

Employees who serve as volunteers, outside of the scope of their employment, shall serve without compensation of any type or other benefits afforded to employees of the District.

The Board, shall, however, provide for persons authorized by the Board to perform volunteer services for the District, liability insurance coverage and Workers' Compensation benefits which are comparable to that provided for employees of the District.

Persons approved to serve as volunteers shall submit a valid Tuberculosis Skin Test clearance indicating they are free of active tuberculosis. The valid clearance must reflect a date that falls within 60 days of the submitted date to the District. (Education Code 49406)

Prior to Board approval to volunteer, a volunteer shall obtain fingerprint clearance through the Department of Justice. The Department of Justice may send the fingerprints to the Federal Bureau of Investigations for further analysis. (Education Code 49024) A volunteer shall obtain fingerprint clearance through the Department of Justice and the Federal Bureau of Investigations for all overnight field trips.

No person who is required to register as a sex offender pursuant to Penal Code 290 shall be permitted by the Governing Board of any school district to serve as a school or district volunteer. (Education Code 35021.1; Penal Code 290.95)

Volunteers will be required to participate in mandated reporter training. (Senate Bill 848) Volunteers may be required to complete additional trainings related to Boundary Policy 4019.1 and sexual harassment at the District's discretion.

Volunteers may commence service prior to Board Approval if the necessary documentation has been completed and verified by School Site Administration and/or the Superintendent's designee. Volunteer Applications and Board Approval must be renewed each academic school year.

Volunteers will assist certificated and/or classified personnel in the performance of their duties on a short-term basis to enhance the educational program but not in lieu of a classified employee. (Education Code 35021, 45343, 45344, 45349)

Volunteers may be limited in the number of hours services in a single classroom setting, including fieldtrip attendance, as determined by the Superintendent or designee.

Volunteers may serve on short-term facilities projects pursuant to the section below titled "Volunteer Facilities Projects."

Volunteers may 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. (Education Code 35021, 45344)

Volunteers shall act in accordance with district policies, regulations, and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates district policies, regulations, and school rules to leave the campus immediately. A volunteer who violates district policies, regulations, and school rules may be prohibited from working or serving in district schools and programs for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Employees will immediately notify the principal or designee regarding any such violations by volunteers. The

Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer Facilities Projects

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board, 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 commitments and contracts. All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects shall 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, 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. They shall 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.
