

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

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 (Education Code 35021, 45343, 45344, 45349)
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 (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to "Volunteer Facilities Projects," below
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. (Education Code 35021, 45344)

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. (Education Code 45344.5, 45349)

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

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

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. (Education Code 49024)

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. (Education Code 49024)

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 website.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

However, 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. Additionally, a person who is required to register as a

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

sex offender because of a conviction for a crime when the victim was a minor under 16 years of age shall not serve as a volunteer in any capacity in which the volunteer 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. (Education Code 35021, 45349; Penal Code 290.95)

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. (Education Code 49406)

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. (Education Code 49406)

Volunteer Facilities Projects

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

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. Additionally, the Superintendent or designee 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.

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

22 CCR 101170

22 CCR 101216

Ed. Code 35021

Ed. Code 35021.1

Ed. Code 35021.3

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

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 11164-11174.3

Pen. Code 290

Pen. Code 290.4

Pen. Code 290.95

Description

[Criminal record clearance](#)

[Health screening; volunteers in child care centers](#)

[Volunteer aides](#)

[Automated records check](#)

[Registry of volunteers for before/after school programs](#)

[Supervision of students during lunch and other nutrition periods](#)

[Fingerprinting requirements](#)

[Interagency agreements for criminal record information](#)

[Instructional aides](#)

[Teacher aides](#)

[Parent/guardian notifications](#)

[Activity Supervisor Clearance Certificate](#)

[TB risk assessment](#)

[After School Education and Safety program](#)

[21st Century Community Learning Center program](#)

[Unlawful discriminatory employment practices](#)

[Prohibited interference with employees' rights](#)

[Immunization requirements for volunteers in child care and development 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](#)

[Child Abuse and Neglect Reporting Act](#)

[Registration of sex offenders](#)

[Information regarding sex offenders](#)

[Disclosure by person required to register as sex offender](#)

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

Pen. Code 626.81

Management Resources

PERB Decision

Website

Website

Website

Website

Website

Website

Cross References

Policy

0410

0500

1000

1100

1150

1250

1250

1400

1700

3514

3514

3514.1

3514.1

3515.2

3515.2

3515.3

3515.3

3515.5

3515.5

3530

3530

3541.1

3541.1-E(1)

3541.1-E(2)

3543

4030

4030

4112.4

4112.5

[Sex offender; permission to volunteer at school](#)

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](#)

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](#)

[Disruptions](#)

[District Police/ Security Department](#)

[District Police/ Security Department](#)

[Sex Offender Notification](#)

[Sex Offender Notification](#)

[Risk Management/ Insurance](#)

[Risk Management/ Insurance](#)

[Transportation For School-Related Trips](#)

[Transportation For School-Related Trips](#)

[Transportation For School-Related Trips](#)

[Transportation Safety And Emergencies](#)

[Nondiscrimination In Employment](#)

[Nondiscrimination In Employment](#)

[Health Examinations](#)

[Criminal Record Check](#)

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

4112.5-E(1)	<u>Criminal Record Check</u>
4119.11	<u>Sexual Harassment</u>
4119.11	<u>Sexual Harassment</u>
4119.24	<u>Maintaining Appropriate Adult-Student Interactions</u>
4127	<u>Temporary Athletic Team Coaches</u>
4127	<u>Temporary Athletic Team Coaches</u>
4131	<u>Staff Development</u>
4141	<u>Collective Bargaining Agreement</u>
4157.1	<u>Work-Related Injuries</u>
4212	<u>Appointment And Conditions Of Employment</u>
4212.4	<u>Health Examinations</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</u>
4217.3	<u>Layoff/Rehire</u>
4219.11	<u>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>
4219.24	<u>Maintaining Appropriate Adult-Student Interactions</u>
4222	<u>Teacher Aides/Paraprofessionals</u>
4222	<u>Teacher Aides/Paraprofessionals</u>
4227	<u>Temporary Athletic Team Coaches</u>
4227	<u>Temporary Athletic Team Coaches</u>
4231	<u>Staff Development</u>
4241	<u>Collective Bargaining Agreement</u>
4257.1	<u>Work-Related Injuries</u>
4312.4	<u>Health Examinations</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E(1)	<u>Criminal Record Check</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
4319.24	<u>Maintaining Appropriate Adult-Student Interactions</u>
4327	<u>Temporary Athletic Team Coaches</u>
4327	<u>Temporary Athletic Team Coaches</u>
4331	<u>Staff Development</u>
4357.1	<u>Work-Related Injuries</u>
5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
5145.6	<u>Parent/ Guardian Notifications</u>
5145.6-E(1)	<u>Parent/ Guardian Notifications</u>
5148	<u>Child Care And Development</u>

Community Relations

VOLUNTEER ASSISTANCE

AR 1240

5148	<u>Child Care And Development</u>
5148.2	<u>Before/After School Programs</u>
5148.2	<u>Before/After School Programs</u>
5148.3	<u>Preschool/Early Childhood Education</u>
5148.3	<u>Preschool/Early Childhood Education</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6116	<u>Classroom Interruptions</u>
6142.2	<u>World Language Instruction</u>
6142.2	<u>World Language Instruction</u>
6142.6	<u>Visual And Performing Arts Education</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
6142.8	<u>Comprehensive Health Education</u>
6142.8	<u>Comprehensive Health Education</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6154	<u>Homework/Makeup Work</u>
6163.1	<u>Library Media Centers</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
7140	<u>Architectural And Engineering Services</u>
7140	<u>Architectural And Engineering Services</u>
9200	<u>Limits Of Board Member Authority</u>

Regulation

PASADENA UNIFIED SCHOOL DISTRICT

Approved: September 12, 1995

Pasadena, California

Revised: 02/27/2014; 02/23/2023; 06/25/2026;