

Community Relations

VOLUNTEER ASSISTANCE

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

(cf. 1000 - Concepts and Roles)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
(cf. 4222 - Teacher Aides/Paraprofessionals)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6020 - Parent Involvement)
(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteering is a privilege, not a right. Accordingly, volunteers may be denied the ability to begin or continue in a volunteer capacity at any time for any reason.

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 negotiated agreements.

Volunteer aides 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)

(cf. 4141/4241 - Collective Bargaining Agreement)

Volunteers shall act in accordance with district policies, regulations, and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus or to relinquish their supervisory role over students. Staff members also may confer with the principal or designee regarding any volunteers and their impact on school activities. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(cf. 0500 - Accountability)

Qualifications

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

Legal Reference (see next page)

VOLUNTEER ASSISTANCE (continued)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program
8484.7-8484.9 21st Century Community Learning Center program
35021 Volunteer aides
35021.1 Automated records check
35021.3 Registry of volunteers for before/after school programs
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
45125.01 Interagency agreements for criminal record information
45340-45349 Instructional aides
45360-45367 Teacher aides
48981 Parental notifications
49024 Activity Supervisor Clearance Certificate
49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights
12940 Prohibited discrimination and harassment

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

~~3364.5 Persons performing voluntary services for school districts~~

PENAL CODE (continued)

290 Registration of sex offenders
290.4 Information re: sex offenders
290.95 Disclosure by person required to register as sex offender
626.81 Sex offender; permission to volunteer at school

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 I programs

ATTORNEY GENERAL OPINIONS

62 *Ops. Cal. Atty Gen.* 325 (1979)

COURT DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources: (see next page)

VOLUNTEER ASSISTANCE (continued)

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>

California Parent Teacher Association: <http://www.capta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National Parent Teacher Association: <http://www.pta.org>

Policy

adopted: April 14, 1997

revised: June 22, 1999

revised: November 16, 2004

revised: March 13, 2007

revised: November 9, 2010

revised: November 8, 2016

reviewed: September 13, 2021

VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California

Community Relations

VOLUNTEER ASSISTANCE

Duties of Volunteers

To be accepted as a volunteer, all volunteers are required to complete a “Volunteer Application” and “Criminal History Declaration”. Volunteers are also required to sign the “Expectations and Requirements for Volunteers” agreement. Nothing in this regulation shall prohibit authorized parents/guardians from visiting their child’s classroom or school campus providing that such a visit has been arranged in advance with the school administrator and is in compliance with Board Policy 1250, “Visits to the Schools”.

Upon entering school grounds, volunteers must register with the school site office as required by Administrative Regulation 1250.

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 which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may 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, 44814, 44815)

Volunteers are not to be left alone with students nor are they allowed to supervise students outside the presence of a certificated employee.

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

Volunteers may perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

VOLUNTEER ASSISTANCE (continued)

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)

(cf. 4217.3 - Layoff/Rehire)

Qualifications

Registered sex offenders cannot serve as volunteers.

Basic Skills Proficiency Requirement

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

(cf. 4212 - Appointment and Conditions of Employment)

Criminal Background Check

Any volunteer working with students in a district-sponsored student activity program shall obtain a criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement.

(cf. 4212.5 - Criminal Background Check)

"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. This 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)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 6145 - Extracurricular and Cocurricular Activities)

The Superintendent or designee shall require all volunteers to disclose their status as a registered sex offender and/or 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.

VOLUNTEER ASSISTANCE (continued)

No volunteer shall be assigned to supervise or instruct 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)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

All volunteers in child care and development programs shall be tested for tuberculosis within sixty (60) days before or within seven (7) days after the volunteer service begins. Staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis.

Appeal from Denial of Volunteer Service

If a volunteer is denied the ability to volunteer services for any reason by a site administrator, such volunteer may make a written request to the Superintendent's designee, to review the denial. The decision of the Superintendent or the Superintendent's designee will be the final determination of the issue.

Regulation

approved: April 14, 1997

revised: October 11, 2004

revised: September 19, 2005

revised: February 5, 2007

revised: October 18, 2010

revised: September 12, 2016

reviewed: September 13, 2021

VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California



VOLUNTEER APPLICATION

E 1240(a)

**Form must be completed each school year and for each site.*

**Fingerprinting is required for supervision of activities.*

**Volunteer activity and academic coaches complete a Volunteer Coach contract.*

**NOTICE - A person who is required to register as a sex offender shall not serve as a volunteer.*

SCHOOL WHERE VOLUNTEER SERVICES WILL TAKE PLACE _____

NAME _____
Last First Middle

HOME ADDRESS _____
City Zip

CONTACT NUMBER _____ EMAIL _____

CA DRIVER'S LICENSE, CA ID, OR PASSPORT NUMBER _____

EMERGENCY CONTACT NAME(S) _____ RELATIONSHIP _____

CONTACT NUMBER _____ WORK PHONE _____

DO YOU HAVE A CHILD/CHILDREN IN THE SCHOOL YOU ARE VOLUNTEERING AT? ☐ YES ☐ NO
IF YES, ADD NAME(S) BELOW.

CHILD'S NAME _____ TEACHER/GRADE _____

CHILD'S NAME _____ TEACHER/GRADE _____

CHILD'S NAME _____ TEACHER/GRADE _____

DATE(S) OF SERVICE _____ TIMES OF SERVICE _____ AM/PM TO _____ AM/PM

DAY(S) OF SERVICE ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ OTHER

IF OTHER, EXPLAIN _____

SERVICE TO BE PERFORMED BY VOLUNTEER _____

WILL SERVICE INVOLVE DRIVING A PERSONAL VEHICLE, TRANSPORTING STUDENTS, AND/OR PULLING A TRAILER? ☐ YES ☐ NO IF YES, EXPLAIN _____

_____ ARE YOU CURRENTLY A REGULAR OR SUBSTITUTE EMPLOYEE OF VUSD? ☐ YES ☐ NO

HAVE YOU EVER BEEN EMPLOYED BY VUSD? ☐ YES ☐ NO

I have completed the above information truthfully and have read, understand, and will comply with Visalia Unified School District's requirements and expectations for all volunteers. I authorize the District to conduct a criminal background check of school volunteers as permitted by law.

PRINT NAME _____

SIGNATURE _____ DATE _____

FOR DISTRICT USE ONLY

Cleared www.nsopw.gov ☐ Yes ☐ No

Principal's Approval _____ Date _____

HRD Approval _____ Date _____

Notes _____



EXPECTATIONS AND REQUIREMENTS FOR VOLUNTEERS

1. The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students.
2. Volunteers shall act in accordance with District policies and regulations, as well as individual site requirements.
3. Each volunteer is required to complete the District's Volunteer Application Form. The completed form must be on file in the principal's office and Human Resources Development prior to commencement of service(s). This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal. Fingerprint Clearance is required for supervision of activities.
4. TB assessment and/or testing is required to supervise activities or to instruct students. TB testing is at the expense of the volunteer.
5. Each volunteer is expected to maintain confidentiality regarding each student and family.
6. If volunteers hear about or observe evidence of child abuse, volunteers will report the information to the site principal or designee immediately.
7. Education Code 35021 provides that a person who is required to register as a sex offender pursuant to Penal Code section 290 shall not serve as a volunteer.
8. Registered sex offenders cannot serve as volunteers.
9. If no criminal background check or fingerprinting has been completed and reviewed, the volunteer will not be allowed to be alone with children.
10. Volunteers understand that their service as a volunteer may be terminated at any time for any reason.

I have read and understand the information above. I agree to follow these guidelines.

Print Name _____

Signature _____ Date _____

School Site _____



CRIMINAL HISTORY DECLARATION FOR VOLUNTEERING AT SCHOOL

Visalia Unified School District encourages parents and others to volunteer their time and service to the District and our children. The District appreciates the donation of your time. The District also desires to ensure a safe school environment for our children. In order to accomplish this objective, the District feels it is necessary to prevent persons who are registered as sex offenders, have been convicted of a violent felony, or have some other inappropriate criminal conviction, from volunteering in our schools.

Education Code Sections 35021 and 35021.1 prohibits persons who are required to register as sex offenders, under Penal Code Section 290, from volunteering in public schools. Penal Code Section 290.95 requires all persons who are required to register as sex offenders to report such status when applying for or accepting a volunteer position in schools.

Are you a registered sex offender?

☐ Yes ☐ No

Have you ever been convicted of any felony or misdemeanor?

☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor for any drug offense?

☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor for any violent offense?

☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor for any sexual offense?

☐ Yes ☐ No

Have you ever been disciplined in your employment, arrested or involved in a situation in which your conduct was questionable as it relates to children?

☐ Yes ☐ No

IF YOU ANSWERED YES TO ANY OF THE ABOVE, PLEASE ATTACH AN EXPLANATION OF THE NATURE, DATE, LOCATION, AND DISPOSITION OF THE CASE(S) RELATED TO THE CONVICTION. A CONVICTION MAY NOT NECESSARILY DISQUALIFY YOUR FROM VOLUNTEERING.

I declare under penalty of perjury, under the laws of the State of California, that I have not been convicted of a crime that requires me to register as a sex offender, and if I am subsequent to this date convicted of such a crime, I agree to immediately notify the Visalia Unified School District of such conviction. I further understand that if the information I have provided is not accurate, my volunteer services will be terminated.

Print Name

Signature

Executed on _____, 20____, at Visalia, California.
Date

The Visalia Unified School District reserves the right to conduct a criminal background check of school volunteers as permitted by law.



CHAPERONE CONTRACT FOR VOLUNTEERS

I, _____ agree to be a chaperone for the Visalia Unified School District
Print Name
for the _____ scheduled to begin on _____
Event *Date*
and ending on _____ at _____
Date *Location*

As a chaperone, I agree to do the following:

- Follow the direction of any teacher or administrator involved with this event;
- Ride the bus or any other transportation in which the students I am chaperoning are riding;
- Supervise no more than the specific number of students I am assigned (i.e. eight students per chaperone);
- Follow the trip itinerary;
- Stay with my designated students at all times;
- Not bring other children on the trip;
- Not smoke during the trip;
- Not consume alcohol during the trip;
- Not use illegal drugs during the trip;
- Not engage in inappropriate or sexual contact, have sexual conversations, or other inappropriate conversations with any minor or student;
- Not allow students to engage in sexual conduct with other students;
- Follow all school rules and policies;
- Ensure that students follow all school rules and policies;

I understand that if I violate any of the conditions outlined herein, I will be denied the privilege of chaperoning. I also understand the District has the right to deny me the privilege of chaperoning for any reason at any time.

I have read and understand the information above. I agree to follow these and other guidelines set by the District.

Print Name _____

Signature _____ *Date* _____

School Site _____