CLOVIS UNIFIED SCHOOL DISTRICT

COMMUNITY RELATIONS
VOLUNTEER ASSISTANCE

A. Duties of Volunteers

1. Volunteers may 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 whom the volunteer is assigned, may be performed by a person not certified as a classroom teacher. (Education Code 35021, 45343, 45344, 45349)

2. Volunteers may supervise students during lunch, breakfast, or other nutritional periods. (Education Code 35021, 44814, 44815)

3. Volunteers may serve as non-teaching aides 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)

4. Volunteers may work on short-term facilities projects as approved by the Superintendent or designee and authorized by the site principal.

5. 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)

B. Qualifications and Requirements of Volunteers

1. *Basic Skills Proficiency:* Volunteers providing supervision or instruction of students shall provide to the Superintendent or designee evidence of basic skills proficiency, including previous, related experience. (Education Code 45344.5, 45349)

2. *Registered Sex Offenders:* Prior to parent or others becoming volunteers in programs or activities involving students, 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. No person who is required to register as a sex offender pursuant to Penal Code section 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 non-teaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under the age 16 shall not serve as a volunteer in any capacity in which he/she 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)

3. *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 his/her discretion, the volunteer may choose to meet 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, marching band, and sports. (Education Code 49024)

   The criminal background check requirement shall not apply to a volunteer who, on a one-time basis, transports or chaperones students with permission from the student's parents/guardians (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).

   The criminal background check requirement shall also 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 of the District, including parents. A nonteaching volunteer aide includes a parent volunteering in a classroom or on a field trip or a community member providing noninstructional services. (Education code 49024)

   The Superintendent or designee shall determine which volunteer positions in the District are subject to the above requirement.

4. *Tuberculosis Assessment/Examination:* Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she 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 tuberculosis risk assessment and/or examination those volunteers whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

5. *Immunization for Volunteers at Preschool:* Volunteers in a District preschool who provides care and supervision to children at the preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code section 1596.7995. Documentation of required immunizations, or applicable exemptions, shall be maintained by the District. (Health and Safety Code 1596.7995)

6. *Compliance with Laws, and District Board Policies and Administrative Regulations:* Volunteers shall be provided, as applicable, with information regarding state and federal laws and District board policies and administrative regulations. All volunteers shall comply with Board Policy No. 1240 and this administrative regulation. Volunteers shall keep confidential all student information.

CLOVIS UNIFIED
SCHOOL DISTRICT

7. *Volunteer Electronic Application:* Individuals who wish to volunteer their services to the District must complete the Volunteer Electronic Application, which may be found on the District's website at: https://www.cusd.com/ParentVolunteers.aspx. Upon receipt of the Volunteer Electronic Application, District personnel will review it and notify the individual if the application has been approved.

8. *Transportation of Students Using Private Vehicles:* Volunteers who will be transporting students must also complete, sign, and submit Exhibit No. 3541.1 – Private Vehicle Driver Application and comply with the requirements of Board Policy and Administrative Regulation No. 3541.1 – Transportation for School-Related Trips/Private Vehicles.

9. *Identification Card:* Volunteers will be provided and shall wear in plain view at all times while engaged in volunteer activities on or off of any District school campus, an identification card.

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