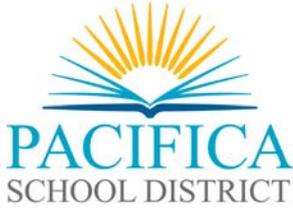


VOLUNTEER

PROCEDURES

2017-2018



# Pacifica School District

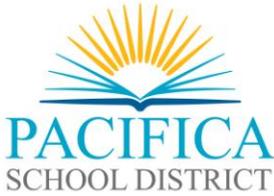
## District Site Volunteer Procedures

1. All site principals are to ensure District Board Policy 1240: Volunteer Assistance and Administrative Regulation 1240: Volunteer Assistance are followed.
2. All volunteers are to be provided and oriented with the following:
  - a. Expectations and Requirements for Volunteers<sup>1</sup>
  - b. School Volunteer Guidelines<sup>2</sup>
  - c. Volunteer Application Form
3. A completed Volunteer Application Form with supporting documentation shall be kept on file at the assigned schools.
4. Each school will develop practices to ensure compliance with Board Policy, Administrative Regulation, Procedures, Guidelines, and Expectations and Requirements.

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<sup>1</sup> Pacifica School District Expectations and Requirements for Volunteers may be enhanced to support site level needs.

<sup>2</sup> Pacifica School District School Volunteers Guidelines may be enhanced to support site level needs.

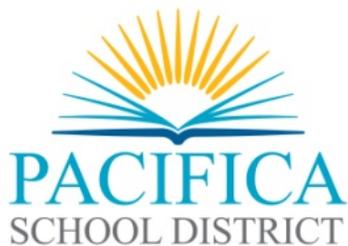


## **Pacifica School District Expectations and Requirements for Volunteers**

The Governing Board encourages parent/guardians and other members of the community to share their time, knowledge and abilities with our students. Volunteers shall act in accordance with district policies and regulations, as well as individual site requirements.

1. Each Volunteer is required to complete the District Volunteer Application Form, and the completed form must be on file in the school's office by commencement of service. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate removal from the volunteer opportunity.
2. All volunteers are to sign in and out in the main office or the designated sign-in area and may need to wear a volunteer badge while on site (site to determine).
3. Volunteers are to keep the tuberculosis testing up-to-date at the expense of the volunteer.
4. If volunteers hear about or observe evidence of child abuse, the volunteer will report the information to the site principal/designee immediately.
5. 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. Registered sex offenders cannot serve as chaperones for field trips or other school activities.
6. Each volunteer is to read and follow the Pacifica School District Volunteer Guidelines, Expectations and Requirements, and Application Form.
7. Each volunteer may be required to be fingerprinted when volunteering in student related activities on or off the school campus (i.e.: transporting students in a personal vehicle for overnight field trips).

11/28/10 original  
9/29/2017



# Pacifica School District

## School Volunteer Guidelines

### Classroom Management

**Be positive:** When you are working with a child it is very important to be positive and encouraging. We believe that children grow more from positive feedback than negative.

**Setting Limits:** Use firm and clear directions to the students. If a child does not do what you ask, implement an established procedure with the teacher/designee.

**Touching:** It is not okay to use force or physical touch when redirecting students. If you feel yourself getting frustrated, please ask the teacher for support.

**Reporting Concerns:** Please report concerns to the teacher or principal.

### Other

**Cell phone use:** Please silence cell phones while on the school campus. Do not use your cell phone while you are in the class or on playground duty. If you have a personal emergency that requires you to have the cell phone on while you are working in the class or in the yard, please clear that with the teacher. If out on the yard, make sure someone else covers you while on the cell phone.

**Be on time:** School volunteers are expected to be on time for their activities/assignments, as late arrivals disrupt the classroom and delay the schedule.

**Your own children:** Please do not bring your child or children to the classroom when you show up early. Also, please let your child know in advance that you are there to support the teacher and to help all children equally. It can be very distracting when a child wants to sit on his or her parent's lap or get extra attention while their family member is working.

**Confidentiality:** Please refrain from using the names of children when discussing your experience in the classroom with other parents. Respect the confidentiality of each child's learning and behavior experiences. In addition, please be supportive of the teachers' efforts.

11/28/10 Original  
9/19/2017



## Pacifica School District: Volunteer Application Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ DOB \_\_\_\_\_

Home Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

CA Driver's License/Identification Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Telephone \_\_\_\_\_ Wk. \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Language(s) spoken \_\_\_\_\_

**Parent/Guardian Volunteer**  
List your child(ren), school site, teacher, and room number

First and Last Name	School Site	Teacher	Room
1.			
2.			
3.			
Brief Description of services to be performed:			

Have you ever been convicted of a felony or a misdemeanor? \_\_\_yes \_\_\_no

**If yes, please attach an explanation of when, where, and disposition of the case(s). A conviction may not necessarily disqualify you from serving at a Pacifica School District school site. 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.** The chief administrative official of a school may grant a person who is subject to this section and not a family member of a pupil who attends that school, permission to come into a school building or upon the school grounds to volunteer at the school, provided that, notwithstanding subdivisions (a) and (c) of Section 290.45, at least 14 days prior to the first date for which permission has been granted, the chief administrative official notifies or causes to be notified the parent or guardian of each child attending the school that a person who is required to register as a sex offender pursuant to Section 290 has been granted permission to come into a school building or upon school grounds, the date or dates and times for which permission has been granted, and his or her right to obtain information regarding the person from a designated law enforcement entity pursuant to Section 290.45. The notice required by this paragraph shall be provided by one of the methods identified in Section 48981 of the Education Code.



## Pacifica School District: Volunteer Application Form

I declare under penalty of perjury under the laws of the State of California that I have completed the above information truthfully; and have read, understand, and will comply with district requirements and expectations for all volunteers. I understand that if the information I provided is not accurate, my volunteer services will be terminated. The Pacifica School District reserves the right to conduct a criminal background check of school volunteers as permitted by law.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

<p><input type="checkbox"/> TB test (if applicable)    <input type="checkbox"/> Fingerprint (if applicable)    <input type="checkbox"/> Background Check (if applicable)</p> <p>Authorized Principal/Designee: _____</p> <p>Date: _____</p>
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11/28/10 Original  
8/10/16

# Pacifica SD

## Board Policy

### Volunteer Assistance

BP 1240

#### Community Relations

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. 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.

Volunteer work shall be limited to those projects that do not replace the normal 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 and comply with employee negotiated agreements.

(cf. 4141/4241 - Collective Bargaining Agreement)

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.

Volunteers shall act in accordance with district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(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)

#### Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

(cf. 3530 - Risk Management/Insurance)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

#### 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  
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  
3352 Workers' compensation; definitions  
3364.5 Authority to provide workers' compensation insurance for volunteers  
PENAL CODE  
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  
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS  
Whisman Elementary School District, (1991) PERB Decision No. 868

Management Resources:

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>

Policy PACIFICA SCHOOL DISTRICT

adopted: April 1, 2015 Pacifica, California

# **Pacifica SD**

## **Administrative Regulation**

### **Volunteer Assistance**

AR 1240

### **Community Relations**

#### 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)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

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 the section below entitled "Volunteer Facilities Projects"

5. Perform other duties in support of district or school operations as approved by the Superintendent or designee

(cf. 6163.1 - Library Media Centers)

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)

#### 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)

(cf. 4212 - Appointment and Conditions of Employment)

#### 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 (DOJ) 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, and marching band. (Education Code 49024)

(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)  
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)  
(cf. 6145 - Extracurricular and Cocurricular Activities)

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 DOJ's Megan's Law web site.

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)

(cf. 5145.6 - Parental Notifications)

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. 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 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)

(cf. 3515.5 - Sex Offender Notification)

#### Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school or organization partnering with the District for providing volunteers 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)

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

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. Projects also 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

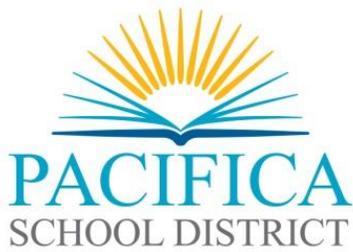
signs

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 required for 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.

(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 7140 - Architectural and Engineering Services)

Regulation PACIFICA SCHOOL DISTRICT  
approved: April 1, 2015 Pacifica, California



# Pacifica School District

## VOLUNTARY ACTIVITIES PARTICIPATION FORM ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK

\_\_\_\_\_ wishes to participate in the District-sponsored  
(Student Name)  
activities of \_\_\_\_\_.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities.

I understand and acknowledge that some of the injuries/illnesses which may result from participating in these activities include, but are not limited to, the following:

- |                              |                          |
|------------------------------|--------------------------|
| 1. Sprains/strains           | 5. Paralysis             |
| 2. Fractured bones           | 6. Loss of eyesight      |
| 3. Unconsciousness           | 7. Communicable diseases |
| 4. Head and/or back injuries | 8. Death                 |

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered by me which is incident to and/or associated with preparing for and/or participating in this activity.

I acknowledge that I have carefully read this **VOLUNTARY ACTIVITIES PARTICIPATION FORM** and that I understand and agree to its terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Phone Number

A signed **VOLUNTARY ACTIVITIES PARTICIPATION FORM** must be on file with the District before a student will be allowed to participate in the above extra-curricular/co-curricular activities.

Pacifica School District  
Integrated Services

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