



## Volunteer Policy

The Allegiance STEAM Academy (ASA) Board of Directors recognizes 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. The Board also encourages community members to serve as mentors providing support and motivation to students.

The CEO or designee may authorize the use of volunteers and shall establish procedures to protect the safety of both students and volunteers. The CEO or designee may require tuberculosis testing and fingerprinting of volunteers and may request criminal records checks as authorized by law. Volunteers shall act in accordance with school policies.

The CEO 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.

As appropriate, the CEO or designee may 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 volunteers are assigned meaningful responsibilities that utilize their skills, expertise and maximize their contribution to the educational program.

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 and do not significantly increase maintenance workloads.

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)

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

The Board encourages the CEO to develop a means for recognizing the contributions of volunteers.



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#### Duties of Volunteers

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)

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

Volunteers may work on short-term facilities projects pursuant to board policy, the Facilities Use Agreement, and the section below entitled "volunteer facilities projects."

#### Qualifications of Volunteers

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

Any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain 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. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

All volunteers in child care and development programs shall be fingerprinted for criminal record clearance unless they serve for less than 10 days a month under the constant supervision of an adult who has met criminal record clearance requirements. (Health and Safety Code 1596.871)

The CEO or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional



period; or serves 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 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)

The CEO or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the school with sufficient information in order to allow verification of this status on the Department of Justice's Megan's law website.

#### TB Requirements

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)

The CEO or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

#### Conduct

Volunteers are to conduct themselves at all times in a professional manner consistent with the Volunteer Code of Conduct.

They are to refrain from any conduct which might be adverse to the interest of the students and staff.

Corporal punishment, which is defined as the infliction of, or willfully causing the infliction of physical pain on a pupil, shall never be used as a means of disciplining pupils.

#### VOLUNTEER FACILITIES PROJECTS

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the CEO in advance and in accordance with the Facilities Use Agreements.



The CEO or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws. The school shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.