

## **VOLUNTEER ASSISTANCE TO SCHOOL PERSONNEL**

### **Definitions**

1. A visitor is defined as an individual who, with school district approval, assists student, schools, and teachers on a non-regular basis or who individually observes a classroom or activity. A visitor may also assist with educational programs or with special events on an occasional or infrequent basis. A visitor shall immediately report his or her presence at the school office or at the designated school location upon arrival at the school and sign a visitor registry. Visitors will be within view of a district employee at all times. Examples of a visitor include individuals who participate in the Read Across Monrovia Program; class parties; class projects; individually observing a classroom, etc.

2. A volunteer is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis. A volunteer is required to complete a Volunteer Application and have a Megan's Law Background Check or a State and/or Federal Background Check completed prior to rendering service. Volunteers must also sign the Volunteers' Code of Conduct.

Level I Volunteers are those who work under direct supervision and in the presence of a teacher or district employee at all times. Examples of Level I Volunteers include classroom volunteers serving under the supervision of teachers, library volunteers, individuals who chaperone students on day field trips, etc.

Level II Volunteers are those who may have the opportunity for regular, significant unsupervised contact with the students in the course of volunteering. Examples of Level II Volunteers include volunteer walk-on coaches and mentors, volunteer band instructors, individuals who transport/chaperone students, individuals who accompany district personnel on overnight trips, and others who may do volunteer work in isolation with students.

### **Guidelines For Visitor Security**

School Visitor Security: School sites shall require school visitors to sign a Visitor Registry in the school office or at a designated location before visitors can visit classroom or school grounds. The Visitor Registry shall include the first and last name of the visitor, the date, the location where they will be, the reason they are visiting the school, the time they reported, and the time they checked out. In addition, visitors shall provide his or her driver's license number and the State where issued or other form of picture identification.

The following statement shall appear at the top of the visitor registry:

“It is possible that as a visitor you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that you are not required, pursuant to Penal Code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against you.”

### Guidelines For School Volunteer Security

#### Level I – Volunteer Security

1. School districts shall require school volunteers to complete a Volunteer Application prior to being allowed to participate as a volunteer. Clearance must be obtained prior to service.
2. A Level I volunteer shall have a Megan’s Law background check. In individual circumstances, a California Department of Justice (DOJ) Background Verification may also be required.
3. A Level I volunteer shall have a tuberculosis clearance before being allowed to volunteer.

#### Level II – Volunteer Security

1. School volunteers who may have the opportunity for significant unsupervised contact with students shall complete a Volunteer Application and have a California Department of Justice (DOJ) Background Verification Check conducted. A clearance must be obtained prior to service.
2. Volunteers who have been in the State of California for less than one (1) year shall have a National Verification Background Check (to be completed by the Federal Bureau of Investigation).
3. A tuberculosis clearance is required.

### Volunteer Application

1. The Volunteer Application shall include:

- a) Proof of Identification: Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph and/or information such as name, date of birth, gender, height, eye color, and address.
- b) A statement requiring the volunteer to disclose if he or she has ever been convicted of a violent or serious felony as defined in Section 667.5 and 1192.7 of the Penal Code; of any sex offense as defined in Section 44010 of the Education Code; or of a controlled substance offense as defined in Section 44011 of the Education Code (EC 44010, 44011, or 44424).
- c) A statement requiring the volunteer to disclose if he or she has ever been required to register as a sex offender.

2. Required statement on the Volunteer Application:

"It is possible that as a visitor you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that you are not required, pursuant to Penal Code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for any violent or serious felony as defined in Sections 667.5 and 1192.7 of the Penal Code; or any sex offense as defined in Section 44010 of the Education Code; or any controlled substance offenses as defined in Section 44011 of the Education Code (EC 44010, 44011, or 44424); and there are no criminal charges against you."

Checking Volunteer Backgrounds

1. To better ensure the safety of students, the district office shall run Megan's Law Background Check and/or California Department of Justice (DOJ) Background Verification Check on volunteers.
2. The Volunteer Application shall include a statement that criminal background and personal and professional references may be checked. The volunteer applicant should sign a release form releasing the district from liability for checking criminal background and references. The individual or organization providing the references should also be released from liability.
3. Individuals are legally entitled to certain privacy rights. References and background questions should be directly related to the volunteer's work.

References need to be conducted in the strictest confidence.

#### District Guidelines For Approving The Use Of Volunteers

1. Sites shall submit to the district office completed Volunteer Applications and valid TB tests for each volunteer. Volunteers may not begin service until the district has issued a clearance.
2. The district shall confirm volunteer clearance to the site after the background check has been completed and shall take the names of volunteers who have satisfactorily completed all requirements to the Board of Education for approval.
3. The district shall return Volunteer Applications to the sites indicating clearance status of each volunteer. School site administrators will be notified if there is cause to preclude an applicant from volunteering at their site. The district shall have the responsibility of informing school site administrators of any changes in clearance status that may affect an individual's eligibility to volunteer.
4. Each school shall maintain a Volunteer Registry. The Volunteer Registry shall include the following:
  - a. Volunteer's first and last name.
  - b. Date volunteered
  - c. Volunteer location
  - d. Time logged in and out

#### Tuberculosis Requirements

The Education Code of the State of California requires that all persons who work with children be tested and found to be free of tuberculosis. School volunteers at Levels I and II should not begin work until they have submitted evidence of an examination within the past sixty (60) days to determine that they are free of active tuberculosis. A tuberculin test is valid for four (4) years.

#### Restricted Use of Volunteers

To the extent prohibited by law or contract, volunteers may not be used to replace district personnel who have been reduced in hours or laid off.

Workers' Compensation and School Volunteers

Unsalaries volunteers shall be considered employees of the district for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the district, they should file Workers' Compensation Insurance forms provided by the district office.

Site Guidelines for Individuals Monitoring Volunteers

1. Volunteers shall not pass beyond the principal's office or the site's designated sign-in station unless accompanied by a school representative, or authorized by the principal or his/her designee.
2. All school district personnel shall be responsible for reporting to the principal and or his/her designee if they observe a volunteer not following the district-required volunteer code of conduct, or if they believe a volunteer poses a potential threat to students or staff.
3. Administrators and teachers shall be responsible for supervising and directing volunteers whenever they are working with students at school or at a school-sponsored event.
4. Each site shall post highly visible signs stating that volunteers must sign in at the office. This requirement shall be strictly enforced.
5. Volunteers may be required to wear an ID name badge.

Revised: March 14, 2007

(Changed AR number from AR 1230 Volunteer Assistance to School Personnel)  
(Adopted: February 9, 2005)