

Using Classroom Volunteers

Community members who are qualified to offer, and interested in offering, volunteer assistance to Yolo County Office of Education ("YCOE") programs should be encouraged to do so. Through their work within the school and classrooms, volunteers gain knowledge, understanding, and experience that is valuable to the person volunteering, the students, and the staff.

Volunteer Duties

The Yolo County Superintendent of Schools ("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 judgement 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.)
2. Serve as a nonteaching aide 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.)
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 titled "Volunteer Facilities Projects."
5. Perform other duties in support of YCOE 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 teacher or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021, 45344.)

Volunteer Requirements

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.)

Prior to assuming a volunteer position working with students in a YCOE-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice (DOJ) and Federal Bureau of Investigation. At their 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 YCOE or a booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024.)

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

The criminal background check 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.)

The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender and/or to provide the YCOE with sufficient information to allow verification of this status on the DOJ's Megan's Law website.

Upon initial volunteer assignment, a volunteer shall have a certificate on file with the school showing that they have submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, were found to be free of infectious tuberculosis. (Education Code 49406.) Follow up reports are required every four (4) years.

Volunteer Procedure

In accepting the assistance of a volunteer, administrators shall be aware of the following:

1. Volunteers must comply with requirements of tuberculin testing. (Education Code 49406.)
2. Volunteers are considered employees of the YCOE for Workers' Compensation purposes and, if injured while serving as volunteers, would file Workers' Compensation forms provided by the YCOE.
3. Volunteers are not to be used to displace regular employees.
4. Volunteers must obtain fingerprint clearance through the DOJ and Federal Bureau of Investigation.
5. The Superintendent or designee may require all volunteers to disclose whether they are a registered sex offender.

Procedure:

1. Volunteer wishing to work in YCOE programs and classrooms contacts the appropriate administrator to discuss a volunteer position.
2. Administrator obtains verbal or written information regarding the potential volunteer's qualifications and background.
3. Administrator informs potential volunteers of the need to fulfill the following requirements:
 - a. Tuberculin testing;
 - b. Fill out required forms;
 - c. Review YCOE Guidelines for Volunteers;
 - d. Provide letters of recommendation/character references;
 - e. Fingerprint clearance; and
 - f. Sex offender disclosure.
4. Administrator coordinates placement and determines the duties of volunteer.
5. Administrator, with the assistance of staff, assesses the volunteer program annually to determine its value to the program and students and recommends changes, as needed, to the Director responsible for the program

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects shall also be approved in advance by the Superintendent or designee if they involve the following kinds 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; or
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. They also shall ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The YCOE shall provide on-site assistance and supervision for such projects as necessary.

Legal References:

Education Code, 35021, 45343, 45344, 45344.5, 45349, 44814, 44815, 49024, 49406

ADOPTED: 08/23/93

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