



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4595

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CATEGORY: Partnerships in Education Program

EFFECTIVE: 6-02-75

SUBJECT: School Volunteer Programs

REVISED: 8-26-09

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing school volunteer programs.
2. **Related Procedures:**

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B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: B-6000, F-5800, K-1500, K-5000; Labor Code Section 3364.5; Education Code Sections 35021-35021.5, 45125, 45349.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Community Relations Department, Office of the Chief District Relations Officer.
2. **Definitions. Volunteer:** A volunteer is an unsalaried person authorized by the Board of Education to perform volunteer services for the school district. A volunteer shall serve in such capacity without compensation or employee benefits of any type, except for worker's compensation as provided for in California Labor Code section 3364.5. All volunteers serve at the discretion of the Superintendent without any expressed or implied privileges beyond those found in this procedure and may be released from volunteering if so deemed by the Superintendent or designee.

Guest: A guest is an unsalaried person who with district approval assists at a school on a non-regular or one-time basis. A guest would typically be required to report

their presence at the school office or other designated location and are subject to the policies and procedures set forth by the District.

Visitor: A visitor is an unsalaried person who with district approval attends a school sponsored event or activity. A visitor may or may not be required to report their presence at the school office or other designated location, depending upon the event or activity. However, all visitors are subject to the policies and procedures set forth by the District.

3. **Purpose of School Volunteer Programs**

- a. To support academic achievement and district goals, to assist teachers in providing basic skills instruction, to enrich quality of instruction, to enhance interpersonal experiences for students, and to assist school staff with support services.
- b. To increase children's motivation for learning.
- c. To support the dropout prevention program by providing supplementary instruction such as, but not limited to, tutoring/mentoring.
- d. To build an understanding of school programs among interested citizens and business/community organization partnerships.
- e. To strengthen school/parent/community relations through positive participation.
- f. To promote parent involvement by actively supporting and seeking collaboration with PTA, school/community advisory councils, and other parent groups.
- g. To enhance district educational programs, not to displace district employees.

4. **Qualifications of Volunteers.** Acceptance of volunteers is at the discretion of the site administrator and/or the Community Relations Director and will be based on factors including, but not limited to, the following:

- a. No record of felony conviction or requirement to register as a sex offender under California law.
- b. Completion of appropriate volunteer screening.
- c. A completed volunteer application on file.

- d. Tuberculosis clearance.
 - e. Positive attitude; interest in and enthusiasm for working with children.
 - f. Ability to work cooperatively with school personnel.
 - g. Adequate communications skills.
 - h. Good health, moral character, dependability, and personal hygiene.
 - i. Ability and willingness to participate regularly.
 - j. Persons volunteering in the classroom during the instructional day may not bring children with them without permission from the principal.
5. **Responsibilities**
- a. **Community Relations Department**
 - (1) Develop objectives and guidelines to administer all phases of school volunteer programs.
 - (2) Implement objectives; oversee school volunteer programs; conduct **annual mandatory training** for principals and site volunteer coordinators regarding volunteer screening procedures; provide training and support for site community outreach and engagement efforts; provide a district volunteer coordinator and volunteer handbook outlining district volunteer procedures; and serve as liaison with school personnel, local agencies, business/organization partnerships, and the community.
 - b. **Site support**
 - (1) **The principal**, in conjunction with school staff, determines the scope of the school volunteer program at the site; designates a staff member as site volunteer coordinator to serve as administrator and immediate supervisor of the program, or acts in that capacity; attends **mandatory** district training regarding the screening of volunteers.
 - (2) **The site volunteer coordinator (staff member designated by principal or principal if no staff member is designated)** organizes and implements the school volunteer program at the school; attends **mandatory** district training regarding the screening of volunteers; conducts appropriate

volunteer screening; maintains volunteer records; promotes, recruits, and provides orientation and recognition; organizes and coordinates volunteer services.

- (3) Schools using an electronic, computerized sign-in system must contact the Community Relations Department for approval of the system.

D. IMPLEMENTATION

1. Principal

- a. Determines extent and scope of volunteer needs after consulting with school staff.
- b. Designates staff member to serve as volunteer coordinator (or serves in that capacity), and submits that person's name to the Community Relations Department.
- c. Promotes a climate and develops an infrastructure whereby volunteers feel welcome and needed on the school campus.
- d. May conduct recognition/appreciation events at school to support retention and recognition.
- e. Conducts evaluation of school volunteer program. Evaluation tools are available in the Volunteer Coordinator's Handbook.
- f. Attends, along with site volunteer coordinator, **mandatory** district training conducted by the Community Relations Department concerning the screening of school volunteers.
- g. Conducts screening, or designates site staff member to conduct screening, on all volunteers, as appropriate. All volunteers, except district student volunteers, will fall into one of **four** categories. **All volunteers will be screened annually.**

CATEGORY A

Volunteers or guests who enter a school for a one-time event. This person has no unsupervised exposure or contact with children. Typical examples could include Read Across America guest reader, Principal for a Day participant, guest/resource speaker, senior exhibition panel member, or other day or guest-type activity.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer/visitor identification badge which they will surrender following the event or activity.

CATEGORY B

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children. Typical examples could include non-classroom volunteers such as office helpers, non-classroom assistance, organized functions associated with school organizations such as PTA, school foundation, Site Council. Volunteer conditions are typically public settings, staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the district School Volunteer Application
- Be checked by **designated site personnel** against the California Department of Justice, Sexual Offender (Megan's Law) website (<http://www.meganslaw.ca.gov>)
- Present a Tuberculosis clearance card
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

CATEGORY C

Volunteers with classroom exposure, who work with children and are generally supervised by district staff. This could include direct contact with supervision. Typical examples could include tutoring, classroom reading, classroom assistance, before and after-school programs depending upon the conditions, and field trip drivers. Conditions typically are classrooms where staff or other adults can observe

at most times. These may occasionally include short solitary time with children and short duration of obstructed view.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Volunteer drivers for field trips must have a current driver's license and provide documentation of automobile insurance coverage. (Refer to Administrative Procedures 4585 and 4587 regarding field trip requirements.)
- Complete and submit for approval the district School Volunteer Application
- Submit to a criminal background check **conducted by SDUSD School Police Services** to determine whether the applicant is precluded from volunteering as specified in California Education Code section 35021 et seq. In rare cases, depending upon information returned, volunteer applicants may require fingerprinting.
- Present a Tuberculosis clearance card
- Sign in on the district approved "Volunteer Sign-in Sheet" in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity

CATEGORY D

Volunteers with unrestricted exposure, who work with children and may be unsupervised by district staff. This volunteer likely will have direct and unsupervised interaction with children. Typical examples could include volunteer walk-on coaches, senior high support personnel for athletics, off-site tutoring, mentoring, and overnight chaperones. Conditions typically could include an off-campus setting and unsupervised solitary time.

Screening requirements:

- Be sponsored or approved by a school site or district employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the district School Volunteer Application
- Submit fingerprints to both State and National databases – **conducted by SDUSD School Police Services**
- Present a Tuberculosis clearance card

- Sign in on the district approved “Volunteer Sign-in Sheet” in the main office, which includes a criminal disclosure
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the day’s volunteer activity

District K-12 students who volunteer at schools other than their assigned school are only required to complete and submit the district School Volunteer Application.

2. **Site Volunteer Coordinator**

- a. Organizes volunteer program at school; recruits volunteers with support from the Community Relations Department.
- b. Attends, along with school principal, **mandatory** district training conducted by the Community Relations Department concerning the screening of school volunteers.
- c. Determines the volunteer’s category and ensures appropriate volunteer screening; conducts check of Category B volunteers against the California Department of Justice, Sexual Offender (Megan’s Law) website (<http://www.meganslaw.ca.gov>); submits “Request to Conduct Volunteer Screening” form to SDUSD Police Services for Category C & D volunteers; maintains volunteer records; ensures that all volunteers complete a volunteer application; processes volunteer applications appropriately; instructs all volunteers to sign in on the district approved “Volunteer Sign-in Sheet” in the main office, which includes a criminal disclosure; informs volunteers of tuberculosis examination requirement (records of tuberculosis screening are retained at the school site.)
- d. Provides orientation of school volunteers; may request assistance for specific training from the Community Relations Department. The orientation should cover the following basic topics. (Refer to the *Volunteer Coordinator’s Handbook, available from the Community Relations Department, for more detailed information*):
 - (1) **District procedure regarding volunteer screening, school policies and procedures, including sign-in procedure**
 - (2) **Name badges** – all volunteers will receive a name badge from the school, be required to wear the name badge while on campus and surrender the name badge at the conclusion of each day’s volunteer activity.

- (3) **Places at the school**, i.e., where to sign in, where to park, location of restrooms, and staff lounge. Provide volunteers with a school map.
 - (4) **People at the school** – principal, vice principal, school secretary, custodian, counselor, and nurse.
 - (5) **Time schedule and school calendar**
 - (6) **Communication at the school** – who and when to call if volunteer will be absent; where to turn if volunteer has a problem.
 - (7) **Volunteer Code of Conduct** (refer to *Volunteer Handbook*, page 2. *Volunteer Handbooks, printed in English and Spanish, are available from the Community Relations Department for distribution to school volunteers.*)
 - (8) **Ethics and confidentiality of volunteering**
- e. Assigns volunteers in cooperation with staff members; provides training, guidance, and supervision.
 - f. After consulting with principal, terminates volunteer workers when necessary; may request assistance from the Community Relations Department.
 - g. Maintains record of school volunteer program through sign-in sheet at school site that shows days and hours worked.

3. **Volunteer**

- a. Complies with appropriate district screening procedure; submits school volunteer application and completed tuberculosis examination card.
- b. Complies with sign-in procedures at school site and wears name badge while on campus.
- c. Performs volunteer work under the direction of assigned teacher, school volunteer coordinator, and/or principal/vice principal.
- d. Category D volunteer – makes arrangements with SDUSD School Police Services to submit fingerprints to both State and National databases. Calls the Police Services Livescan Unit at (619) 725-7015 for more information on hours

and appointment scheduling. Will bring in current government-issued picture ID (driver's license, passport, military ID).

4. **School Police Services**

Conducts appropriate screening for Category C and Category D volunteers.

5. **Nursing and Wellness Program**, Student Services Division

a. Administers tuberculosis tests and provides clearance for prospective volunteers.

b. Screens for other communicable diseases as needed.

E. FORMS AND AUXILIARY REFERENCES (Available from the Community Relations Department)

1. School volunteer application (available in English and Spanish)
2. Tuberculosis Examination card
3. Volunteer Coordinator's Handbook
4. Volunteer Handbook (available in English and Spanish)
5. Volunteer Code of Conduct (available in English and Spanish)
6. Request to Conduct Volunteer Screening form (Category C & D volunteers)
7. "Deny as Volunteer" Principal Letter Template
8. Volunteer Sign-in Sheet (includes criminal disclosure)
9. Mentor Program Coordinator's Handbook
10. Mentor Handbook
11. Partnerships in Education Toolkit (a "how to" guide)
12. Partnerships in Education Program brochure
13. Partnerships in Education Recruitment Packet

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14. Community Relations Department web site:
http://www.sandi.net/depts/comm_relations

F. REPORTS AND RECORDS

G. APPROVED BY

A handwritten signature in black ink, appearing to be 'M. H. A.', written over a horizontal line.

General Counsel, Legal Services
For the Superintendent of Schools