

 Meadows Arts and Technology Elementary School	Volunteer/Visitor Policy	
	Last Reviewed/Revised: 11/26/2018	Effective Date: 08/15/2011
Reference Number: BO-VOL-11262018	Original Author: MATES Board	Policy Status: Active

PURPOSE:

In order to achieve the intended benefits of volunteer assistance, ensure a safe school environment and mitigate risk of non-compliance to legal statute, the Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) shall develop policies that govern the use of volunteers in the school environment.

SCOPE:

This policy applies to parent and non-parent volunteers and visitors supporting MATES and those MATES employees supervising and/or directing the actions of the volunteer.

GENERAL POLICY STATEMENT:

The MATES 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. School employees, volunteers, and visitors must comply with all applicable laws and guidelines in the performance of their volunteer service, volunteering and visiting is a privilege.

POLICY DETAILS:

1. The Executive Director 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 and/or make appropriate referrals to community organizations.

2. As appropriate, the Executive Director 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.

3. Volunteer Duties
 - 3.1. Volunteers may assist personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the personnel to whom the volunteer is assigned. These duties shall not include assignment of grades to students.
 - 3.2. Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction

- of personnel to perform non-instructional work which assists personnel in the performance of teaching and/or administrative responsibilities.
- 3.3. 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, do not significantly increase maintenance workloads and comply with employee negotiated agreements.
 - 3.4. 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.
4. Volunteer/Visitor Regulations
- 4.1. The Executive Director 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.
 - 4.2. Volunteers and visitors shall act in accordance with school policies, regulations, rules and behavior norms (including MATES Core Values). The Executive Director or designee shall be responsible for investigating and resolving complaints regarding volunteers and visitors.
 - 4.3. Volunteers and visitors must coordinate with teachers or other school personnel to arrange volunteer/visit time. Impromptu visits to a classroom will not be allowed as they disrupt the educational program.
 - 4.4. Volunteers and visitors are required to sign in at the front office and wear a Visitor badge at all times when on campus.
 - 4.5. All parents volunteering on campus are required to sign a school confidentiality form.
 - 4.6. Tuberculosis (“TB”) Testing
 - 4.6.1. All volunteers shall have on file with the school a certificate showing that the person submitted to a tuberculosis assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. Pursuant to Education Code 49406, if no risk factors are identified, an examination is not required.
 - 4.6.2. Volunteers who have no identified risk factors or who test negative for the tuberculosis infections shall be required to undergo the tuberculosis risk assessment and, if risk factors are identified, the examination, at least once each four years.
 - 4.7. Prior to assuming a volunteer position to work with students in a school sponsored student activity program, a volunteer shall obtain, at volunteer expense, both a Department of Justice (“DOJ”) and Federal Bureau of Investigation (“FBI”) criminal background clearance. (AB 346 - Conway)
 - 4.8. A person who is required to register as a sex offender pursuant to Penal Code 290 or 288 or 288.5 shall not serve as a volunteer instructional aide or as a volunteer nonteaching aide under the direct supervision of a certificated employee. (Education Code 35021)
5. The Board encourages the development of a means for recognizing the contributions of the school's volunteers.
6. The Executive Director or designee shall periodically report to the Board regarding the school's parent engagement.

7. The Executive Director has the ultimate discretion to terminate volunteer and visitor privileges.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the volunteer or visitor being asked to leave the campus and/or being disallowed from participating as a volunteer or visiting in the future.

GOVERNANCE:

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
BO-VOL-08152011	8/15/2011	Original Version
BO-VOL-06102013	6/10/2013	Added "Visitor" to policy title Added "volunteering is a privilege" to general policy statement Changed "identification" to "Visitor" in section 4.4 Added Section 7; "The Executive Director has the ultimate discretion to terminate volunteer privileges." Formatting changes
BO-VOL-05042015	05/04/2015	Updated sections 4.6, 4.6.1 and 4.6.2 to comply with Education Code 49406 changes
BO-Vol-05082017	05/08/2017	Updated policy to include "visitor" where appropriate. Reviewed in accordance with review every two years.
BO-VOL-11262018	11/26/2018	Updated policy to include volunteers to work with any personnel. Reviewed in accordance with review every two years.