

## PERRIS ELEMENTARY SCHOOL DISTRICT



## COMMUNITY RELATIONS

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**VOLUNTEER ASSISTANCE**

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The Governing 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.

The Superintendent 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 to students and/or make appropriate referrals to community organizations.

**A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis.** Also included in this definition are those who help on a onetime basis transporting or working with children without the direct oversight of staff. Parents who observe or visit their child at school on a regular basis and stay more than 15 minutes each time are considered volunteers.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

As appropriate, the Superintendent 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.

Volunteer work shall be limited to those projects that do not replace the normal 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 comply with employee negotiated agreements.

The School Principal must approve and assign volunteers. Volunteers may be used to assist the classroom teacher and also to assist in the supervision of students when on field trips or engaged in any school activity. Volunteers shall work with or supervise students under the supervision of certificated employees. (Education Code [35021](#)) Volunteers may also work directly with students in a District-sponsored student activity program which would require a criminal background check. (Education Code [35021.3](#))

Pursuant to Education Code [35021](#) and [45349](#), a district is prohibited from assigning a registered sex offender as a volunteer who assists certificated personnel in the performance of their duties or supervises students. The District may verify whether a person is a registered sex offender by checking the Department of Justice's Megan's Law web site, asking law enforcement to conduct a check pursuant to Education Code [35021.1](#), and/or requiring volunteers to certify as to their status.

The Superintendent 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. All volunteers shall receive a Set of Expectations and shall sign a Volunteer's Agreement indicating that they have read, understand, and agree to abide by these expectations.

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



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**Requirements for Volunteers**

- Persons serving as ongoing volunteers, more than (5) times per year, shall provide evidence that they are free from active tuberculosis. This does not apply to volunteers who will not have any contact with students, or whose services shall be performed outside of the student’s day. TB testing is required every (4) years. (Education Code 45349, 49406)
- Any volunteer working directly with students in a **district-sponsored student activity program** (after-school programs, dance team, drill team, band, etc.), not under the supervision of a certificated employee, shall be required to undergo a criminal background check (fingerprinting). (Education Code 35021.3)
- All volunteers must have a current Megan’s Law Background Check on file with the school site where they are volunteering. School sites will have the authority to review the Megan’s Law website at anytime.
- Any volunteer who will be transporting students must complete a Volunteer Personal Vehicle Use Form. This form must be signed by the Site Administrator and approved by the Business Office. Vehicle Use Forms may be obtained at the school site.

**Each Volunteer is responsible for paying all fingerprinting fees. Tuberculosis testing will be made available by the district at no cost to the volunteer. Tuberculosis testing for volunteers will take place (3) three times a year. All school sites will be notified of these dates. Appropriate forms for fingerprinting and TB testing may be obtained from the Human Resources Office.**

**All volunteers must complete the Megan’s Law Background Check Form & sign the Expectations for Volunteers.**

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**Expectations for Volunteers**

1. Volunteers are not to displace regularly authorized school personnel, but are to perform tasks which will enhance the educational program and assist in providing for the safety and security of the students.
2. Volunteers are not to touch or physically interact with students in a manner which is harmful or uncomfortable to the student.
3. Volunteers are to 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 judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher.
4. Volunteers are to serve as nonteaching 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.
5. Volunteers are to work with, supervise or assist all students in the classroom, on the campus, or during nutritional periods, not just one or two students, unless so directed by the supervising certificated employee.
6. While performing volunteer duties, volunteers might observe confidential information which includes, but is not limited to, test scores, medical conditions, and disciplinary records. Volunteers must understand that confidential matters observed or heard on the school campus shall be kept confidential.
7. Volunteers must sign in and out at the school site for which they volunteer duties for each day of service. ID badges must be worn at all times.
8. Like employees and students, volunteers shall act in accordance with District policies and regulations.
9. Cell phones should be off while working with children, except in case of emergencies. If you must take a call, please do so outside of the classroom.
10. Parent Volunteers should make other arrangements for siblings and/or other children while volunteering in the classroom.
11. Volunteers must follow the directions provided by the supervising certificated employee.
12. The Principal shall be fully responsible for all volunteers on campus. The Principal also has the authority to dismiss any volunteer who does not adhere to these expectations, presents a safety/security threat to the campus, or is hindering the educational objectives of the site.
13. Administrators, with the assistance of staff, shall assess the volunteer program annually to determine its value to the academic program in order to make or recommend changes as needed.
14. Volunteers should perform other duties in support of district or school operations as approved by the Superintendent or designee.

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**VOLUNTEER ASSISTANCE**

**Volunteer's Application Agreement**

I have read and understand the above set of expectations. I agree to abide by them and to follow the directions given to me by the supervising certificated employee. I further understand that if I do not abide by the above expectations, I may be held personally liable and responsible for my actions, and I will not be allowed to continue volunteer services for the Perris Elementary School District.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Volunteer's Name

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Site

New \_\_\_\_\_ Renewal \_\_\_\_\_  
from same site \_\_\_\_\_ or \_\_\_\_\_ (site name)

**ADMINISTRATIVE REGULATION**

**NO. 1240**

**PERRIS ELEMENTARY SCHOOL DISTRICT**



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**PERRIS ELEMENTARY SCHOOL DISTRICT**  
**Megan's Law Background Check**

School Site \_\_\_\_\_ Date: \_\_\_\_\_  
Volunteer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
AKA's: \_\_\_\_\_  
(including maiden name)

If PESD Parent/Guardian, please  
list name of student/s:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place of Birth: \_\_\_\_\_ Male:  Female:   
Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

**Under Penal Code 290.5 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment.** By placing my name below, I declare under penalty of perjury, that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.  
I hereby release Perris Elementary School District from liability for damage which may result from checking criminal background and references.

\_\_\_\_\_  
Signature (Authorizes Background Check) Date

.....  
**School Site Use Only**

ID Verified by school site representative: Yes:  No:  \_\_\_\_\_  
Site representative

Megan's Law Checked: Clear \_\_\_\_\_ Not Clear \_\_\_\_\_

\_\_\_\_\_  
Signature of Person verifying Date

*Revised 11/22/2019*