
Volunteer Policy

Policy 2-205a

Scope:

Applies to all volunteers serving the District— in the classroom, on field trips, during extracurriculars, or other school-related functions.

Generally

- Volunteers are valued for enhancing students' educational experiences.
- Volunteers must work under the direct supervision of certificated staff or administrators and cannot replace District employees.
- All District policies—confidentiality, FERPA, non-discrimination—must be followed by volunteers.

Purpose

The Governing Board recognizes the valuable contributions of parents, guardians, and community members who volunteer their time and expertise to support the education of our students. This policy establishes clear categories and requirements to ensure a safe, productive, and respectful environment for volunteers, staff, and students while maintaining compliance with state and federal laws.

Administrative Regulations

1. Volunteer Categories

- Limited Student Contact: Individuals participating in school events with limited student contact must:
 - Sign in/out at the office; wear district ID;
 - Remain under staff supervision; no unsupervised or one-on-one student interaction; and
 - No Live Scan fingerprinting unless deemed necessary by Superintendent.
- Frequent/Prolonged Student Contact (“Regular Volunteer”): Individuals that regularly volunteer and/or have extended supervision of students (e.g. overnight chaperone) must:
 - Approval by principal or Superintendent;
 - Must be at least 18 years old;
 - Sign in/out; wear visible ID;
 - Live Scan fingerprinting (DOJ and FBI);
 - Mandated Reporter Training per AB 506;
 - TB risk assessment and follow-up as required by law; and
 - Adhere to district child abuse prevention and supervision policies.

2. Training for Regular Volunteers

- Must attend orientation or receive written guidelines on:
 - Student confidentiality and FERPA;
 - Professional boundaries;
 - Mandated reporting of suspected abuse;
 - Emergency and safety procedures;
 - Appropriate attire and behavior;
 - Following staff instructions;
 - Student discipline authority (e.g. no authority to discipline)

3. Additional Requirements for Student Transportation

Volunteers using private vehicles on school-sponsored trips are classified as Regular Volunteers and must meet the following additional requirements:

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- o Be at least 21 years old (25 if transporting more than 9 students);
- o Provide valid driver's license and auto liability insurance;
- o Submit Motor Vehicle Report and meet medical, driving record, and vehicle safety standards per SB 88 (includes inspections, drug testing, training).

4. Prohibited Activities

Volunteers shall not:

- Engage in unsupervised, one-on-one student interactions unless pre-approved;
- Access or share confidential student records;
- Perform instructional or disciplinary roles without staff supervision;
- Engage in discriminatory, unsafe, or inappropriate conduct; or
- Violate any other District policy or law.

5. Termination of Volunteer Service

The Superintendent/designee may suspend or terminate volunteer status at any time if conduct, performance, or circumstances pose risks to student safety or conflict with District policy.