

Hanford Elementary SD

Administrative Regulation

AR 1240

Community Relations

Volunteer Assistance

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45343, 45344, 45349)

Volunteers may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44814)

Volunteers shall not be used to displace classified school employees or to fill vacant positions in the Classified Service.

Qualifications of Volunteers

Volunteers will not be allowed to begin volunteer work prior to completion of fingerprinting, tuberculosis clearance, and receiving board approval.

A person who is required to register as a sex offender pursuant to Penal Code 290 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)

The Superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290

(cf. 3515.5 - Sex Offender Notification)

Tuberculosis Testing

No volunteer shall be assigned to provide supervision or instruction of students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who skin test negative shall

thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Workers' Compensation

Volunteers shall be considered employees of the district for workers' compensation insurance purposes. If injured while serving as volunteers in the district, volunteers should file workers' compensation insurance forms in accordance with district policies and procedures.

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

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