

Metropolitan Education District

Volunteer Procedures

The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

DEFINITIONS

- **Volunteer** - one who offers a service to the school district without compensation. Volunteers could be present on a regular, short-term or long-term basis (criminal history check and TB test is REQUIRED).
- **Single Event Volunteer** - one who voluntarily provides a service to the school district, without compensation, for a single event not to exceed one (1) school day. (Criminal history check NOT REQUIRED if volunteer is directly and constantly supervised by certificated staff; or providing a service that does not include helping students directly for one day or less.)
- **MAEP Tutor** – one who offers a service to the school district without compensation to assist in one-on-one tutoring for students in the Metropolitan Adult Education Program (criminal history check and TB test is REQUIRED).

FORMS REQUIRED

- Completion of the Volunteer Guidelines Packet. This includes the following:
 - Request for Volunteer Assistance (from teacher or administrator)
 - Application for Volunteer
 - Criminal History Declaration for Volunteering at School
 - District Volunteer Registration & Acknowledgement
 - Volunteer Emergency Information
 - Receipt and Acknowledgement of Child Abuse Reporting Requirements
 - Sexual Harassment Policy
 - Child Abuse Prevention and Reporting Policy
 - Employee Net Use Agreement
 - Employee Software Use Agreement
- TB test results (may not be more than 60 days old)
- Criminal history check for all volunteers (except single event volunteers)

AUTHORITY

The District authorizes the selection and use of parents, community members, and others as volunteers to assist and supplement regular district staff. (BP 1240)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis (TB) testing and may also include laws related to criminal record checks. (BP 1240)

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. (BP 1240)

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. (Education Code 35021; BP 1240)

Single Event volunteers shall be approved by the appropriate administrator; a record of their names and a brief description of the service provided shall be maintained in the site files for a period of two (2) years. The file may be discarded upon completion of the two (2) year period.

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REQUIREMENTS

Basic Requirement: No volunteers may be utilized until they have successfully completed all District requirements for approving volunteers, including an orientation regarding sexual harassment, safety and other topics.

Returning Volunteers: Returning volunteers must reapply for each school year. However, a criminal history check is not required if one has already been performed, and the TB test is only required every four (4) years.

Volunteer Work is Supplemental: Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member. Volunteer work must be supplemental, and shall not supplant the responsibilities of District employees.

Volunteer Status: Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. A volunteer position may be eliminated at any time for any reason or no reason.

Written Agreement: A written agreement, which clarifies the volunteer's duties, reporting relationship, duration of their volunteer services, liability, benefits, and insurance is required (*District Volunteer Registration & Acknowledgement, E 1240.4*).

Volunteer Training: Each administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignment. It is also the responsibility of the administrator to provide volunteers with an orientation, and to review with the volunteers the board policies and administrative procedures regarding safety procedures, sexual harassment, child abuse, discrimination, campus security, and internet and software use.

Minimum Age Requirement: Volunteers must be at least 18 years old.

Use of Personal Vehicles: Should work involve driving, volunteers must provide evidence of a valid California driver's license and auto insurance. Volunteers must sign the following statement (included in the attached form): "I understand that the District does not provide insurance coverage for personal vehicles. I hereby certify that I possess a valid California driver's license, and that I have sufficient public liability and property damage insurance at least equal to the requirements of financial responsibility laws of the State of California (Vehicle Code Section 16430)." Volunteers must provide the Human Resources Department with the name, driver's license number, and birth date (this is identical to the procedure required for employees that may drive on behalf of the District) so that a DMV report check may be performed. Volunteers may NOT transport students in their personal vehicles.

District Policies: Volunteers must adhere to, and be provided with copies of the appropriate District policies (Sexual Harassment, BP/AR 5145.7; Child Abuse Prevention & Reporting, BP/AR 5141.4; Employee Net Use Agreement, E4041(a); and Employer Software Use Agreement, E4042(a).

Tuberculosis (TB) Testing: Test results must be submitted to the Human Resources Department with the Volunteer Registration form. All volunteers shall be tested for tuberculosis within 60 days before the volunteer service begins. Staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (5 CCR 18168) The TB requirement is at the expense of the volunteer. Renewing volunteers shall provide test results every four (4) years.

Criminal History Check: Volunteers, advisors, tutors or anyone else who may be reasonably expected to be present with students without a district employee present shall be required to have a criminal history check on file in the District Human Resources Department.

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Cost of Criminal Record Check: Cost of criminal record check shall be charged to the program or department requesting the volunteer.

Employee Benefits: Except for Workers Compensation, the District does not provide any employee benefits for volunteers - although not inclusive, this includes health, dental, life insurance, disability, etc.

Workers Compensation: Volunteers are covered by the District's Workers' Compensation Insurance while performing the volunteer duties approved by the site administrator.

Accidents/Injuries: If a volunteer is injured, the site administrator must complete a Supervisor's Report and send to the Human Resources Department.

Safety: Supervising staff shall conduct safety meetings with volunteers, and provide adequate supervision to insure safe work practices. Volunteers must follow all Risk Management procedures and policies.

Sensitive Data: Volunteers **shall not** work with sensitive data, e.g.; personnel or student records.

Liability: Volunteers acting on behalf of the District expose the District to potential liability, should their actions result in harm or loss to a third party. Just like any individual, a volunteer is potentially liable for the consequences of their actions. In carrying out their volunteer duties, an individual could be sued by a third party.

Approval Process, Responsibilities and Authorities:

1. Volunteer assignments for any classroom or program must be approved in advance by the Program Director or a designated site administrator.
2. The Program Director will determine:
 - a. The appropriateness of volunteers to the curriculum and/or classroom or program needs;
 - b. The skill and experience requirements for the volunteers;
 - c. The ideal or maximum number of volunteers to be utilized
3. The Program Director or designee will also review the volunteer assignment to ensure that the planned activities are not replacing the duties of a classified employee, or supplanting the responsibilities of the classroom teacher.
4. Volunteers assigned to MetroED classrooms are to be supervised by the classroom teacher, unless directed otherwise by the program administration.
5. Classroom volunteers must be continually monitored and supervised by the teacher or program administrator. They are not authorized to take over supervision of a classroom unless there is a short-time emergency need.
6. Volunteers not meeting District or program requirements will be dismissed from their volunteer assignments by the site administrator.
7. Any administrator or supervising teacher who is determined not to be following these procedures and requirements will lose the use of volunteers for a period of one year, at the discretion of the Program Director.
8. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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Requirements for Volunteers:

1. A volunteer application must be completed for each school year.
2. Volunteers must wear a District identification badge at all times.
3. The District Volunteer Registration and Acknowledgement must be completed and on file with the Human Resources Department.
4. Volunteers may not:
 - a. provide direct instruction;
 - b. assign grades;
 - c. discipline students;
 - d. work outside of the classroom with high school students without appropriate supervision;
 - e. exchange personal information with students;
 - f. fraternize with the students;
 - g. transport students in their personal vehicles.
5. Volunteers are to serve as positive role models at all times. A school volunteer must always:
 - a. use appropriate language;
 - b. discuss age-appropriate topics;
 - c. refrain from inappropriately touching students, or sexually inappropriate behavior;
 - d. refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or administrator;
 - e. refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission
6. For liability reasons, volunteers must leave preschoolers or children not registered in the school, at home;
7. Classroom volunteers must be continually supervised and monitored by the teacher or program administrator. They are not authorized to take over supervision of a classroom unless there is a short-time emergency need.
8. Volunteers **MUST** keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must be immediately communicated to someone in authority.
9. Volunteers should notify the site administrative office if an illness or injury prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable.
10. Volunteers are covered by the District's Workers Compensation Insurance while performing their District-approved volunteer duties.
11. The dress code for volunteers should be appropriate at all times.
12. Volunteers and staff members must adhere to District policies and procedures regarding volunteers.
13. Program Directors may set additional procedures/regulations with respect to volunteer involvement.
14. A volunteer's involvement may be terminated at any time, either at the discretion of the program Director or the volunteer.