

Community Relations

Volunteer Worker

- 1.0 Each volunteer worker must be appointed by the Superintendent or his delegate.
- 2.0 Each principal or department head prior to using volunteers, shall initiate character reference inquiries and be reasonably certain the volunteer has the necessary initiative and empathy toward children. Each principal or department head is responsible for maintaining a current list of volunteers, assigning volunteers, and providing for the identification and recognition of volunteers.
- 3.0 All volunteers are eligible to receive Workers' Compensation for injuries that occur in the course and scope of duties agreed upon with the District.
- 4.0 Volunteers working with students must receive directions from, and be responsible to, and be supervised by a certificated or management personnel. Volunteers should have limited one-on-one contact with students.

The Santa Ana District School Police Department shall complete a criminal background check, and/or fingerprinting for volunteers that have frequent or prolonged contact with students, or who may work under limited supervision of a certificated or management personnel or in situations where they may be unsupervised.

All volunteers who are transporting students to a District sponsored event must hold a valid driver's license, have proof of insurance, proof of vehicle registration and must also undergo a criminal and a driving record check. Volunteers should be aware that they are responsible for any vehicle damage and injuries to those they are transporting.

- 5.0 Students of the District may not be listed as volunteers.
- 6.0 Volunteers may work at the school, drive personal cars for District sponsored events upon meeting the conditions specified in Section 4.0, or serve in other capacities.
- 7.0 Principals shall maintain a record of all volunteers for their school, including this information:
 - 7.1 Name, address, phone number (if any), scope of duties, and dates of service.
Person to be notified in case of an emergency, their address and telephone number
 - 7.2 This record may be destroyed after one (1) year if no accident or injury has occurred.

8.0 All volunteers who in the course of their volunteer service have frequent and prolonged contact with or around students, or their presence constitute a health hazard to students shall submit evidence that they are free from active tuberculosis.

9.0 Qualifications

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law, for the types of duties they will perform.

10.0 This policy does not apply to:

- a) School Based activities supervised by school
- b) College/University students who are doing classroom observations
- c) Parents who are chaperoning their child on a field trip, assuming it is on an infrequent basis, and is not an overnight trip
- d) Escorted visitors on campus

11.0 Volunteers shall be provided with information about school programs and practices, and shall receive training related to their specific responsibilities as appropriate.

Effective: 5/27/76; Revision 1: 7/11/95; Revision 2: 2/25/14