

Lewis Center for Educational Research

**AR 1240: COMMUNITY RELATIONS
VOLUNTEER ASSISTANCE**

Adopted: June 5, 2003

Revised:

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 volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students.

Volunteers may work on short-term facilities projects pursuant to the Foundation Board policy and administrative regulation.

Qualifications of Volunteers

Volunteers providing supervision or instruction of students must be approved by the principal or teacher and undergo the fingerprinting process. Volunteers providing supervision or instruction of students through the Local Outreach Programs must be approved by the Local Outreach personnel and undergo the fingerprinting process.

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

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the President/CEO in consultation with the Facilities Manager in advance.

The type of projects approved by the President/CEO and Facilities Manager may involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet

7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The President/CEO or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws. The Lewis Center shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily.