

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

Section 1000 Community Relations Policies

1009 VOLUNTEER ASSISTANCE

Board Action: APPROVED

Effective Date: 8-20-15

The Board of Directors encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence in the classroom and on school grounds, volunteers may also enhance supervision of students and contribute to school safety.

The Executive Director/Principal or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing, fingerprinting and criminal records checks.

Volunteers shall act in accordance with school policies, regulations and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Executive Director/Principal or designee shall be responsible for investigating and resolving complaints regarding volunteers. Volunteers shall always be under the supervision of staff when working with students.

Volunteer maintenance work shall be limited to those projects which do not replace the normal maintenance duties of classified staff. The Board of Directors nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

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.

The Executive Director/Principal or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board of Directors encourages the Executive Director/Principal to develop a means for recognizing the contributions of each school's volunteers.