



AIMS School Volunteer Guidelines

Procedures:

- Any person interested in participating in a school's volunteer program must complete the volunteer application through **AIMS K-12 Community Liaison**.
- **A volunteer for a single event that takes place for the duration of one day only does not need to submit an application but must be checked by a school administrator against the California Megan's Law online database at <http://www.meganslaw.ca.gov>.**
- The Director of Schools and Community Liaison must confirm and verify that the volunteer has met all requirements, including:
 - Completed and signed volunteer application
 - Megan's Law clearance
 - Tuberculosis test clearance (no more than two years old)
 - Live Scan Fingerprinting is required.
 - Volunteer applicants need to be fingerprinted only once during their volunteer service.
 - AIMS adheres to the California State statutes on supervised volunteerism in public schools.

Fingerprinting clearance by the FBI and the DOJ is required for the following persons:

- Persons providing direct instruction to students regardless of the number of hours engaged in such activity, even if supervised by a certificated employee
- Persons volunteering in any school for more than 16 hours per week, regardless of supervision
- Persons volunteering for less than 16 hours per week under general supervision and whose duties require significant contact with students, as determined by the Director of Schools, including the following:
 - Lunch supervision assistants/food handlers

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- School volunteers are required to sign in at the school office upon entering the campus and sign out when they exit the campus.
- No person may provide volunteer service until all necessary clearances are verified by the Director of Schools and the volunteer has signed a copy of the Application.

Volunteer Guidelines:

Classroom and student work is always confidential. Please don't discuss student problems with anyone except the teacher or Director of Schools. Try not to compare children within the classroom.

Since there are as many methods as there are teachers, please do not compare different methods of teaching. There is no defined best way to teach. Work positively for the good of the school.

Constructive criticism should be directed only to the supervising teacher or school administrator.

When you are volunteering in the classroom, please remember that you are doing so under the direction of the teacher.

If something is unclear, please ask for clarification. If you have any questions about volunteer policies and procedures, please contact:

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