

LAKE COUNTY OFFICE OF EDUCATION  
Office of Superintendent

**Lake County Office of Education Policy Updates**

**ISSUE**

The County Board of Education will review the following policies:

SP/BP 0440 Technology Plan  
SP 1240 Volunteer Assistance

**PREVIOUS ACTIVITY**

N/A

**DISCUSSION**

CSBA has released policy updates. The attached policies reflect changes as recommended by CSBA. Superintendent Policies are for review only. Board Policies or combined Superintendent/Board Policies will be voted on at a subsequent meeting.

**FISCAL, STAFFING AND FACILITIES ISSUES**

Not Addressed

**RECOMMENDATION**

Discussion item.

Report prepared by Brock Falkenberg, County Superintendent of Schools.

**TECHNOLOGY PLAN**

The County Superintendent and County Board of Education recognize that technological resources can enhance student achievement by increasing student access to information, supporting teacher effectiveness, and facilitating the administration of student assessments. Effective use of technology can also increase the efficiency of the Lake County Office of Education's noninstructional operations and governance. The County Superintendent is committed to the development and maintenance of a countywide infrastructure and to providing staff professional development that will allow the implementation of existing and new technologies.

*(cf. 6162.51 - State Academic Achievement Tests)*

The County Superintendent or designee shall develop, for County Board review, a comprehensive three-year technology plan based on an assessment of current uses of technology in the COE and an identification of future needs. The County Superintendent or designee may appoint an advisory committee consisting of a variety of staff and community stakeholders to assist with the development of the technology plan.

*(cf. 0400 - Comprehensive Plans)*

The plan shall be integrated into the COE's vision and goals for student learning and shall contain research-based strategies and methods for the effective use of technology. When required for state or federal grant programs in which the COE participates, the plan shall also address all components required for receipt of such grants.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the County Office of Education)*

*(cf. 0460 - Local Control and Accountability Plan)*

The County Superintendent or designee shall ensure that any use of technological resources in the COE protects the private and confidential information of students and employees in accordance with law.

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 5125 - Student Records)*

*Legal Reference: (see next page)*

## TECHNOLOGY PLAN (continued)

### *Legal Reference:*

#### BUSINESS AND PROFESSIONS CODE

22584-22585 *Student Online Personal Information Protection Act*

#### EDUCATION CODE

10550-10555 *Telecommunications standards*

11800 *K-12 High Speed Network grant program*

49060-49085 *Student records*

51006 *Computer education and resources*

51007 *Programs to strengthen technological skills*

51865 *California distance learning policy*

51870-51871.5 *Educational technology planning*

60010 *Instructional materials, definition*

66940 *Distance learning*

#### PENAL CODE

502 *Computer crimes, remedies*

#### UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

1232h *Protection of Pupil Rights Amendment*

#### UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

#### CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 *Children's Online Privacy Protection Rule*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

Part 99 *Family Educational Rights and Privacy*

#### CODE OF FEDERAL REGULATIONS, TITLE 47

54.500-54.523 *Universal service support for schools*

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California K-12 Education Technology Plan Template, Criteria, and Guiding Questions, November 2014*

*Empowering Learning: A Blueprint for California Education Technology 2014-2017, April 2014*

#### FEDERAL COMMUNICATIONS COMMISSION PUBLICATIONS

*E-rate Modernization Order, July 11, 2014*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Education Technology Office: <http://www.cde.ca.gov/ls/et>

California Educational Technology Professionals Association: <http://www.cetpa.net>

Computer-Using Educators: <http://www.cue.org>

Federal Communications Commission: <http://www.fcc.gov>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

Technology Information Center for Administrative Leadership: <http://www.portical.org>

**TECHNOLOGY PLAN**

The COE's technology plan shall address, at a minimum, the following components:

1. Background Information: A guide to the COE's use of technology for the next three years, including:
  - a. Specific starting and ending dates of the plan
  - b. An overview of the COE's location and demographics
  - c. A description of how stakeholders from the COE and community were involved in the planning process
  - d. A description of the relevant research behind the strategies and/or methods in the plan and how the research supports the plan's curricular and professional development goals
2. Curriculum: Clear goals and realistic strategies for using telecommunications and information technology to improve educational services, including:
  - a. A description of teachers' and students' current access to instructional technology and current use of digital tools, including COE policies or practices to ensure equitable technology access for all students
  - b. Goals and an implementation plan, including annual activities, for:
    - (1) How technology will be used to improve teaching and learning, how these goals align with COE curricular goals and other plans, how the COE budget and local control and accountability plan support these goals, and whether future funding proposals or partnerships may be needed for successful implementation
    - (2) How and when students will acquire the technology skills and information literacy skills needed for college and career readiness
    - (3) Internet safety and the appropriate and ethical use of technology in the classroom

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the County Office of Education)*

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6162.54 - Test Integrity/Test Preparation)*

**TECHNOLOGY PLAN (continued)**

*(cf. 6162.6 - Use of Copyrighted Materials)*

*(cf. 6163.4 - Student Use of Technology)*

3. Professional Development: A professional development strategy to ensure that staff understands how to use new technologies to improve education services, including:
  - a. A summary of teachers' and administrators' current technology proficiency and integration skills and needs for professional development
  - b. Goals and an implementation plan, including annual activities, for providing professional development opportunities based on COE needs assessment data and the curriculum component of the technology plan

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4131 - Staff Development)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

4. Infrastructure, Hardware, Technical Support, Software, and Asset Management: An assessment of the telecommunication services, hardware, software, asset management, and other services that will be needed to improve education services, including:
  - a. A description of existing hardware, Internet access, electronic learning resources, technical support, and asset management in the COE
  - b. A description of technology hardware, electronic learning resources, networking and telecommunications infrastructure, physical plant modifications, technical support, and asset management needed by COE teachers, students, and administrators to support the activities in the curriculum and professional development components of the plan

*(cf. 3100 - Budget)*

*(cf. 7000 - Facilities Master Plan)*

5. Monitoring and Evaluation: An evaluation process that enables the school to monitor progress toward the specific goals and mid-course corrections in response to new developments and opportunities as they arise, including:
  - a. The process for evaluating the plan's overall progress and impact on teaching and learning

**TECHNOLOGY PLAN** (continued)

- b. The schedule for evaluating the effect of plan implementation and a description of the process and frequency of communicating evaluation results to technology plan stakeholders

*(cf. 0500 - Accountability)*

6. **Noninstructional Uses of Technology:** A description of how technology will be used to improve COE governance, COE and school site administration, support services, and communications
7. **Cost:** An estimate of the cost for each year of the plan and each of its major components

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**LAKE COUNTY OFFICE OF EDUCATION**  
Lakeport, California

**VOLUNTEER ASSISTANCE**

The County Superintendent of Schools recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The County Superintendent encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

*(cf. 1000 - Concepts and Roles)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 4222 - Teacher Aides/Paraprofessionals)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 6171 - Title I Programs)*

The County Superintendent or designee shall develop and implement a plan for recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors to students and/or make appropriate referrals to community organizations.

*(cf. 1020 - Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

The County Superintendent prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

As appropriate, the County Superintendent or designee shall provide volunteers with information about school goals, programs, and practices and an orientation or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The County Superintendent nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with employee negotiated agreements.

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

**VOLUNTEER ASSISTANCE** (continued)

Volunteers shall act in accordance with Lake County Office of Education policies, regulations, and school rules. The County Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 3515.2 - Disruptions)*

The County Superintendent encourages managers to develop a means for recognizing the contributions of each school's volunteers.

*(cf. 1150 - Commendations and Awards)*

The County Superintendent or designee shall periodically report to the County Board regarding the Lake County Office of Education's volunteer assistance program.

*(cf. 0500 - Accountability)*

**Workers' Compensation Insurance**

The County Superintendent desires to provide a safe environment for volunteers and minimize the Lake County Office of Education's exposure to liability.

Upon the adoption of a resolution by the County Board of Education, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the Lake County Office of Education. (Labor Code 3364.5)

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*

*Legal Reference: (see next page)*



## VOLUNTEER ASSISTANCE (continued)

### *Legal Reference:*

#### EDUCATION CODE

- 8482-8484.6 *After School Education and Safety program*
- 8484.7-8484.9 *21st Century Community Learning Center program*
- 35021 *Volunteer aides*
- 35021.1 *Automated records check*
- 35021.3 *Registry of volunteers for before/after school programs*
- 44010 *Sex offense; definition*
- 44814-44815 *Supervision of students during lunch and other nutrition periods*
- 45125 *Fingerprinting requirements*
- 45125.01 *Interagency agreements for criminal record information*
- 45340-45349 *Instructional aides*
- 45360-45367 *Teacher aides*
- 48981 *Parental notifications*
- 49024 *Activity Supervisor Clearance Certificate*
- 49406 *Examination for tuberculosis*

#### GOVERNMENT CODE

- 3543.5 *Prohibited interference with employees' rights*
- 12940 *Prohibited discrimination and harassment*

#### HEALTH AND SAFETY CODE

- 1596.871 *Fingerprints of individuals in contact with child day care facility clients*

#### LABOR CODE

- 1720.4 *Public works; exclusion of volunteers from prevailing wage law*
- 3352 *Workers' compensation; definitions*
- 3364.5 *Authority to provide workers' compensation insurance for volunteers*

#### PENAL CODE

- 290 *Registration of sex offenders*
- 290.4 *Information re: sex offenders*
- 290.95 *Disclosure by person required to register as sex offender*
- 626.81 *Sex offender; permission to volunteer at school*

#### CODE OF REGULATIONS, TITLE 22

- 101170 *Criminal record clearance*
- 101216 *Health screening, volunteers in child care centers*

#### UNITED STATES CODE, TITLE 20

- 6319 *Qualifications and duties of paraprofessionals, Title I programs*

#### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

- Whisman Elementary School District, (1991) PERB Decision No. 868*

### *Management Resources:*

#### WEB SITES

- CSBA: <http://www.csba.org>*
- California Department of Education, Parents/Family and Community: <http://www.cde.ca.gov/ls/pf>*
- California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov>*
- California Parent Teacher Association: <http://www.capta.org>*
- Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

**VOLUNTEER ASSISTANCE**

**Duties of Volunteers**

The County Superintendent or designee may assign volunteers to:

1. Assist certificated personnel in the performance of their duties, including in the supervision of students and in the performance of instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher (Education Code 35021, 45343, 45344, 45349)

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

2. Serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021)
3. Supervise students during lunch, breakfast, or other nutritional periods (Education Code 35021, 44814, 44815)
4. Work on short-term facilities projects pursuant to the section below entitled "Volunteer Facilities Projects"
5. Perform other duties in support of Lake County Office of Education or school operations as approved by the County Superintendent or designee

Volunteers shall not be authorized to assign grades to students, and 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, 45344)

**Basic Skills Proficiency Requirement**

Volunteers who supervise or provide instruction to students pursuant to Education Code 45349 shall submit evidence of basic skills proficiency to the County Superintendent or designee. (Education Code 45344.5, 45349)

*(cf. 4212 - Appointment and Conditions of Employment)*

**VOLUNTEER ASSISTANCE** (continued)**Criminal Background Check**

Prior to assuming a volunteer position working with students in a County Office of Education-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district (Lake County Office of Education) or a school booster club, such as cheer team, drill team, dance team, and marching band. (Education Code 49024)

*(cf. 4112.5/4212.5/4312.5 - Criminal Background Check)*

The County Superintendent or designee shall determine which volunteer positions in the Lake County Office of Education are subject to the above requirement.

The criminal background check requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services. (Education Code 49024)

**Registered Sex Offenders**

The County Superintendent or designee shall require all volunteers to disclose whether they are a registered sex offender and/or to provide the Lake County Office of Education with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law web site.

The principal may grant a registered sex offender, who is not the parent/guardian of a student at the school, permission to come into a school building or upon school grounds to volunteer at the school. At least 14 days prior to the first date for which permission has been granted, the principal or designee shall notify the parent/guardian of each student at the school, using one of the methods specified in Education Code 48981, that a person who is required to register as a sex offender pursuant to Penal Code 290 has been granted permission to come into a school building or upon school grounds, the date(s) and times for which permission has been granted, and the parent/guardian's right to obtain information regarding the person from a designated law enforcement agency. (Penal Code 626.81)

*(cf. 5145.6 - Parental Notifications)*

However, no person who is required to register as a sex offender pursuant to Penal Code 290 shall be assigned as a volunteer to assist certificated personnel in the performance of their

**VOLUNTEER ASSISTANCE** (continued)

duties; supervise students during lunch, breakfast, or other nutritional period; or serve as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95)

*(cf. 3515.5 - Sex Offender Notification)*

**Tuberculosis Assessment/Examination**

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. (Education Code 49406)

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

**Volunteer Facilities Projects**

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the Superintendent or designee if they 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, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

**VOLUNTEER ASSISTANCE** (continued)

The County Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise required for the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws. The Lake County Office of Education shall provide on-site assistance and supervision for such projects as necessary.

*(cf. 3514 - Environmental Safety)*

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 7140 - Architectural and Engineering Services)*

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