

**Volunteer Assistance**

The Governing Board 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. The presence of volunteers in the classroom, on school grounds, and at school sponsored functions also enhances supervision of students and contributes to school safety.

- (cf. 1000 -Concepts and Roles)
- (cf. 1700 -Relations Between Private Industry and the Schools) (cf. 4127/4227/4327 -Temporary Athletic Team Coaches)
- (cf. 4222 -Teacher Aides/Paraprofessionals)
- (cf. 5020 -Parent Rights and Responsibilities) (cf. 5148 -Child Care and Development)
- (cf. 5148.2 -Before/After School Programs) (cf. 6020 -Parent Involvement)
- (cf. 6171 -Title I Programs)

The Superintendent 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 record checks.

The 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)

Volunteers shall act in accordance with District 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 volunteers and their impact on school activities. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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(cf. 0410 -Nondiscrimination in District Programs and Activities) (cf. 3515.2 -Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150 -Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program. Volunteer work shall be limited to those projects that do not replace the normal duties of classified staff. The Board 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, and do not significantly interfere with maintenance workloads as established by 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. (Education Code 35021) The Board encourages site administrators to develop a means for recognizing the contribution of each school's volunteers.

**Injuries Occurring While Acting as a Volunteer**

Unsalaries volunteers shall be considered employees of the District for workers' compensation insurance purposes. **If** injured while serving as volunteers in the District, they should complete the forms provided by the district office.

**Qualifications**

The 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.

Prior to assuming a volunteer position to work with students in a district-sponsored student activity program, a volunteer shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

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Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21<sup>st</sup> 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

44227.5 Classroom participation by college methodology faculty

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

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

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

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re: sex offenders

290.95 Disclosure by person required to register as sex offender

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

ATTORNEY GENERAL OPINIONS

62 Ops.Cal.Atty Gen. 325 (1979)

COURT DECISIONS

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

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

## **Community Relations**

**BP 1240(d)**

### **Volunteer Assistance**

#### **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>

National Coalition for Parent Involvement in Education:

<http://www.ncpie.org>

National Parent Teacher Association:

<http://www.pta.org>

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