

VOLUNTEER ASSISTANCE

The Governing Board 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 Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students.

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.

The Board 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)

As appropriate, the 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.

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.

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 and comply with employee negotiated agreements.

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

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

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

(Legal References on following page)

VOLUNTEER ASSISTANCE

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
- 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

HEALTH AND SAFETY CODE

- 1596.7995 Immunization requirements for volunteers in child care center or preschool
- 1596.871 Fingerprints of individuals in contact with child day care facility clients

GOVERNMENT CODE

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

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

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/l/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>