

Policy 1240: Volunteer Assistance

Status: ADOPTED

Original Adopted Date: 10/13/2015 | **Last Reviewed Date:** 10/13/2015

The Board of Trustees 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 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.

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.

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance 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, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

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)

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.

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)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

22 CCR 101170

22 CCR 101216

Ed. Code 35021

Ed. Code 35021.1

Ed. Code 35021.3

Description

[Criminal record clearance](#)

[Health screening; volunteers in child care centers](#)

[Volunteer aides](#)

[Automated records check](#)

[Registry of volunteers for before/after school programs](#)

State References

Ed. Code 44010
 Ed. Code 44814-44815
 Ed. Code 45125
 Ed. Code 45125.01
 Ed. Code 45340-45349
 Ed. Code 45360-45367
 Ed. Code 48981
 Ed. Code 49024
 Ed. Code 49406
 Ed. Code 8482-8484.6
 Ed. Code 8484.7-8484.9
 Gov. Code 12940
 Gov. Code 3543.5
 H&S Code 1596.7995
 H&S Code 1596.871
 Lab. Code 1720.4
 Lab. Code 3352
 Lab. Code 3364.5
 Pen. Code 290
 Pen. Code 290.4
 Pen. Code 290.95
 Pen. Code 626.81

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[Supervision of students during lunch and other nutrition periods](#)
[Fingerprinting requirements](#)
[Interagency agreements for criminal record information](#)
[Instructional aides](#)
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[Activity Supervisor Clearance Certificate](#)
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[After School Education and Safety Program](#)
[21st Century Community Learning Center program](#)
[Unlawful discriminatory employment practices](#)
[Prohibited interference with employees' rights](#)
[Immunization requirements for volunteers in child care center or preschool](#)
[Fingerprints of individuals in contact with child day care facility clients](#)
[Public works; exclusion of volunteers from prevailing wage law](#)
[Workers' compensation; definitions](#)
[Authority to provide workers' compensation insurance for volunteers](#)
[Registration of sex offenders](#)
[Information re: sex offenders](#)
[Disclosure by person required to register as sex offender](#)
[Sex offender; permission to volunteer at school](#)

Management Resources References

PERB Decision
 Website
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[Whisman Elementary School District \(1991\) PERB Decision No. 868](#)
[CSBA District and County Office of Education Legal Services](#)
[California Department of Justice, Megan's Law](#)
[California Department of Education, Parents/Family and Community](#)
[Commission on Teacher Credentialing](#)
[CSBA](#)
[California State Parent Teacher Association](#)

Cross References

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[Accountability](#)
[Concepts And Roles](#)
[Communication With The Public](#)
[Commendations And Awards](#)
[Visitors/Outsiders](#)
[Visitors/Outsiders](#)
[Relations Between Other Governmental Agencies And The Schools](#)

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3514.1	Hazardous Substances
3515.2	Disruptions
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3541.1	Transportation For School-Related Trips
3543	Transportation Safety And Emergencies
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
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4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131	Staff Development
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4212	Appointment And Conditions Of Employment
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