

MJUSD

DIVISION 1000

COMMUNITY RELATIONS

VOLUNTEER ASSISTANCE

BP 1240(a)

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.

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)

VOLUNTEER ASSISTANCE
(Continued)

BP 1240(b)

Legal Reference:

Education Code

35021 Volunteer aides

35021.1 Prospective nonteaching volunteer aides; automated records check for sex offenses; conviction

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 Duty-free lunch periods for teachers

44815 Non-certificated supervisors; compensation

45125 Fingerprinting requirements

45340-45349 Instructional Aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

Government Code

3100-3109 Oath or affirmation of allegiance

3543.55 Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

Health and Safety Code

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

Labor Code

3364.5 Persons performing voluntary services for school districts

Penal Code

290.4 Information re: sex offenders

Code of Regulations, Title 5

18168 Personnel duties with infants and toddlers

Code of Regulations, Title 22

101170 Criminal record clearance

First Reading: 9/10/14

Governing Board Adoption: 10/8/14

PREVIOUS POLICY

VOLUNTEER ASSISTANCE

BP 1240(a)

The Governing Board encourages parents/guardians and other members of the community to work closely with District employees and 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 the homes, businesses, public agencies and private institutions of our community. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety. Volunteer activities may include, but are not limited to, field experts, lecturers and non-teaching aides.

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 records checks. Volunteers shall work with students under the immediate supervision of certificated employees. (*Education Code 35021*)

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees. (*Education Code 35021*)

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

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 such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Projects assigned to volunteers are those which supplement and enrich the regular school program. Volunteer maintenance work shall be limited to those projects which 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, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Legal Reference:

Education Code

- 35021 Volunteer aides
- 35021.1 Prospective nonteaching volunteer aides; automated records check for sex offenses; conviction
- 44010 Sex offense; definition
- 44227.5 Classroom participation by college methodology faculty
- 44814 Duty-free lunch periods for teachers
- 44815 Non-certificated supervisors; compensation
- 45125 Fingerprinting requirements
- 45340-45349 Instructional Aide Act, especially:
 - 45344.5 Instructional aide; proficiency in basic skills
 - 45347 Instructional aides as classified employees for apportionment purposes
 - 45349 Volunteers
- 45360-45367 Teacher aides
- 49406 Examination for tuberculosis

VOLUNTEER ASSISTANCE

BP 1240(b)

Legal Reference: (continued)

Government Code

3100-3109 Oath or affirmation of allegiance

3543.55 Prohibited interference with employees' rights

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Health and Safety Code

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

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290.4 Information re: sex offenders

Code of Regulations, Title 5

18168 Personnel duties with infants and toddlers

Code of Regulations, Title 22

101170 Criminal record clearance

Court Decisions

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Attorney General Opinions

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

First Reading: 10/10/07

Governing Board Adoption: 11/14/07

(Former BP 1240 and 4471)

PREVIOUS POLICY

MJUSD
DIVISION 1000
COMMUNITY RELATIONS

VOLUNTEER ASSISTANCE

BP 1240(a)

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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 records checks.

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 such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be limited to those projects which 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, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with 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 principals to develop a means for recognizing the contributions of each school's volunteers.

Legal Reference: (*see next page*)

VOLUNTEER ASSISTANCE

BP 1240(b)

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Education Code

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Attorney General Opinions

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

First Reading: 10/11/00

Governing Board Adoption: 11/8/00