

Community Relations

VOLUNTEER ASSISTANCE

BP 1240

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, contribute to school safety, and support the district in providing for the well-being of district students, 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. Additionally, the Superintendent or designee may 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, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military 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.

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, district policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Highlighted Section: PUSD Exclusive

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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 Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school and comply with collective bargaining agreements.

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.

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

The Superintendent or designee shall annually provide a writing report to the Board regarding the district's volunteer assistance program.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

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

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 Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

22 CCR 101170

22 CCR 101216

Ed. Code 35021

Ed. Code 35021.1

Ed. Code 35021.3

Ed. Code 44814-44815

Ed. Code 45125

Description

[Criminal record clearance](#)

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

[Volunteer aides](#)

[Automated records check](#)

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

[Supervision of students during lunch and other nutrition periods](#)

[Fingerprinting requirements](#)

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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 11164-11174.3
Pen. Code 290
Pen. Code 290.4
Pen. Code 290.95
Pen. Code 626.81

Management Resources

PERB Decision

Website

Website

Website

Website

Website

Website

Cross References

Policy

0410
0500
1000
1100
1150
1250

[Interagency agreements for criminal record information](#)
[Instructional aides](#)
[Teacher aides](#)
[Parent/guardian notifications](#)
[Activity Supervisor Clearance Certificate](#)
[TB risk assessment](#)
[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 and development 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](#)
[Child Abuse and Neglect Reporting Act](#)
[Registration of sex offenders](#)
[Information regarding sex offenders](#)
[Disclosure by person required to register as sex offender](#)
[Sex offender; permission to volunteer at school](#)

Description

[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](#)

Description

[Nondiscrimination In District Programs And Activities](#)
[Accountability](#)
[Concepts And Roles](#)
[Communication With The Public](#)
[Commendations And Awards](#)
[Visitors/Outsiders](#)

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1700	<u>Relations Between Private Industry And The Schools</u>
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3514	<u>Environmental Safety</u>
3514.1	<u>Hazardous Substances</u>
3514.1	<u>Hazardous Substances</u>
3515.2	<u>Disruptions</u>
3515.2	<u>Disruptions</u>
3515.3	<u>District Police/ Security Department</u>
3515.3	<u>District Police/ Security Department</u>
3515.5	<u>Sex Offender Notification</u>
3515.5	<u>Sex Offender Notification</u>
3530	<u>Risk Management/ Insurance</u>
3530	<u>Risk Management/ Insurance</u>
3541.1	<u>Transportation For School-Related Trips</u>
3541.1-E(1)	<u>Transportation For School-Related Trips</u>
3541.1-E(2)	<u>Transportation For School-Related Trips</u>
3543	<u>Transportation Safety And Emergencies</u>
4030	<u>Nondiscrimination In Employment</u>
4030	<u>Nondiscrimination In Employment</u>
4112.4	<u>Health Examinations</u>
4112.5	<u>Criminal Record Check</u>
4112.5-E(1)	<u>Criminal Record Check</u>
4119.11	<u>Sexual Harassment</u>
4119.11	<u>Sexual Harassment</u>
4119.24	<u>Maintaining Appropriate Adult-Student Interactions</u>
4127	<u>Temporary Athletic Team Coaches</u>
4127	<u>Temporary Athletic Team Coaches</u>
4131	<u>Staff Development</u>
4141	<u>Collective Bargaining Agreement</u>
4157.1	<u>Work-Related Injuries</u>
4212	<u>Appointment And Conditions Of Employment</u>
4212.4	<u>Health Examinations</u>
4212.5	<u>Criminal Record Check</u>
4212.5-E(1)	<u>Criminal Record Check</u>
4217.3	<u>Layoff/ Rehire</u>
4219.11	<u>Sexual Harassment</u>
4219.11	<u>Sexual Harassment</u>
4219.24	<u>Maintaining Appropriate Adult-Student Interactions</u>
4222	<u>Teacher Aides/ Paraprofessionals</u>
4222	<u>Teacher Aides/ Paraprofessionals</u>
4227	<u>Temporary Athletic Team Coaches</u>

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4231	<u>Staff Development</u>
4241	<u>Collective Bargaining Agreement</u>
4257.1	<u>Work-Related Injuries</u>
4312.4	<u>Health Examinations</u>
4312.5	<u>Criminal Record Check</u>
4312.5-E(1)	<u>Criminal Record Check</u>
4319.11	<u>Sexual Harassment</u>
4319.11	<u>Sexual Harassment</u>
4319.24	<u>Maintaining Appropriate Adult-Student Interactions</u>
4327	<u>Temporary Athletic Team Coaches</u>
4327	<u>Temporary Athletic Team Coaches</u>
4331	<u>Staff Development</u>
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5020	<u>Parent Rights And Responsibilities</u>
5020	<u>Parent Rights And Responsibilities</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.4	<u>Child Abuse Prevention And Reporting</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
5145.3	<u>Nondiscrimination/ Harassment</u>
5145.6	<u>Parent/ Guardian Notifications</u>
5145.6-E(1)	<u>Parent/ Guardian Notifications</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
5148.2	<u>Before/ After School Programs</u>
5148.2	<u>Before/ After School Programs</u>
5148.3	<u>Preschool/ Early Childhood Education</u>
5148.3	<u>Preschool/ Early Childhood Education</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
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6142.6	<u>Visual And Performing Arts Education</u>
6142.7	<u>Physical Education And Activity</u>
6142.7	<u>Physical Education And Activity</u>
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6154	<u>Homework/ Makeup Work</u>
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Policy

PASADENA UNIFIED SCHOOL DISTRICT

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Pasadena, California

Revised: 02/27/2014; 02/23/2023; 06/25/2026;