

SUBJECT: VOLUNTEER ASSISTANCE

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

EFFECTIVE: OCTOBER 13, 2015

REVISED:

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)

### *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*

*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*

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>*