

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

*(cf. 1000 - Concepts and Roles)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*  
*(cf. 4222 – Teacher Aides/Paraprofessionals)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5148 – child Care and Development)*  
*(cf. 5148.2 – Before/After School Programs)*  
*(cf. 6020 - Parent Involvement)*  
*(cf. 6171 - Title I Programs)*

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 and/or make appropriate referrals to community organizations.

*(cf. 1020 – Youth Services)*  
*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs and practices and an orientation and other training related to their specific responsibilities as appropriate. 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.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 3515.2 - Disruptions)*

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.  
*(cf. 1150 – Commendations and Awards)*

**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)

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A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission 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 21<sup>st</sup> 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, 15 Public Employee Reporter for California, 22043

**Management Resources:**

## 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 PTA: <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 PTA: <http://www.pta.org>