

## Community Relations

### VOLUNTEER ASSISTANCE

BP 1240 (a)

The Board of Trustees ~~encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students.~~ **recognizes that V**volunteer assistance in schools **can** enriches the educational program, ~~enhances~~ **increase** supervision of students, and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages **parents/guardians and other members of the** community members to **share their time, knowledge, and abilities with** ~~serve as mentors providing support and motivation to~~ 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. 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)

~~The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.~~

**The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)**

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

**As appropriate, the Superintendent or designee** ~~Volunteers shall be provided~~ **volunteers** with information about school goals, programs and practices and ~~shall receive~~ an orientation **and or** other training related to their specific responsibilities ~~as appropriate~~. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that ~~capitalize on~~ **utilize** their skills and expertise and maximize their contribution to the educational program.

~~Volunteers shall act in accordance with district policies, regulations and school rules. At their~~

## **VOLUNTEER ASSISTANCE, continued**

BP 1240 (b)

~~discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees 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.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 3515.2—Disruptions)~~

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; **and comply with employee negotiated agreements.** ~~do not significantly increase maintenance workloads and comply with employee commitments and contracts.~~

**(cf. 4141/4241 - Collective Bargaining Agreement)**

~~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 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.**

**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. 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)**

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

**(cf. 0500 - Accountability)**

### **Workers' Compensation Insurance**

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

## **VOLUNTEER ASSISTANCE, continued**

BP 1240 (c)

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)

(cf. 3530 - Risk Management/Insurance)  
(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

### **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 possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)~~

~~A volunteer who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (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

**48981 Parental notifications**

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

#### **GOVERNMENT CODE**

3543.5 Prohibited interference with employees' rights

**12940 Prohibited discrimination and harassment**

## **VOLUNTEER ASSISTANCE, continued**

BP 1240 (d)

Legal Reference, continued:

### **HEALTH AND SAFETY CODE**

**1596.7995 Immunization requirements for volunteers in child care center or preschool**

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

**3352 Workers' compensation; definitions**

**3364.5 Authority to provide workers' compensation insurance for volunteers**

~~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

**626.81 Sex offender; permission to volunteer at school**

### **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~~

### **PUBLIC EMPLOYMENT RELATIONS BOARD 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.nepie.org>~~

~~National Parent Teacher Association: <http://www.pta.org>~~

Policy

SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: January 8, 2008

San Jacinto, California

revised: March 20, 2012

revised: \_\_\_\_\_