

Policy 1240: Volunteer Assistance

Adopted: **3/13/2024**

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 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.

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)

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 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 employee negotiated 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.

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.

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

State	Description
22 CCR 101170	<u>Criminal record clearance</u>
22 CCR 101216	<u>Health screening; volunteers in child care centers</u>
Ed. Code 35021	<u>Volunteer aides</u>
Ed. Code 35021.1	<u>Automated records check</u>
Ed. Code 35021.3	<u>Registry of volunteers for before/after school programs</u>
Ed. Code 44010	<u>Sex offense; definition</u>
Ed. Code 44814-44815	<u>Supervision of students during lunch and other nutrition periods</u>
Ed. Code 45125	<u>Fingerprinting requirements</u>
Ed. Code 45125.01	<u>Interagency agreements for criminal record information</u>
Ed. Code 45340-45349	<u>Instructional aides</u>
Ed. Code 45360-45367	<u>Teacher aides</u>
Ed. Code 48981	<u>Parental notifications</u>
Ed. Code 49024	<u>Activity Supervisor Clearance Certificate</u>
Ed. Code 49406	<u>Examination for tuberculosis</u>
Ed. Code 8482-8484.6	<u>After School Education and Safety Program</u>
Ed. Code 8484.7-8484.9	<u>21st Century Community Learning Center program</u>
Gov. Code 12940	<u>Unlawful discriminatory employment practices</u>
Gov. Code 3543.5	<u>Prohibited interference with employees' rights</u>
H&S Code 1596.7995	<u>Immunization requirements for volunteers in child care center or preschool</u>
H&S Code 1596.871	<u>Fingerprints of individuals in contact with child day care facility clients</u>
Lab. Code 1720.4	<u>Public works; exclusion of volunteers from prevailing wage law</u>
Lab. Code 3352	<u>Workers' compensation; definitions</u>
Lab. Code 3364.5	<u>Authority to provide workers' compensation insurance for volunteers</u>

Pen. Code 290

[Registration of sex offenders](#)

Pen. Code 290.4

[Information re: sex offenders](#)

Pen. Code 290.95

[Disclosure by person required to register as sex offender](#)

Pen. Code 626.81

[Sex offender; permission to volunteer at school](#)

Management Resources

Description

PERB Decision

Whisman Elementary School District (1991) PERB Decision No. 868

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Justice, Megan's Law](#)

Website

[California Department of Education, Parents/Family and Community](#)

Website

[Commission on Teacher Credentialing](#)

Website

[CSBA](#)

Website

[California State Parent Teacher Association](#)

Cross References

Code

Description

0410

[Nondiscrimination In District Programs And Activities](#)

0470

[COVID-19 Mitigation Plan](#)

0500

[Accountability](#)

1000

[Concepts And Roles](#)

1100

[Communication With The Public](#)

1150

[Commendations And Awards](#)

1250

[Visitors/Outsiders](#)

1250

[Visitors/Outsiders](#)

1400

[Relations Between Other Governmental Agencies And The Schools](#)

1700

[Relations Between Private Industry And The Schools](#)

3514

[Environmental Safety](#)

3514

[Environmental Safety](#)

3514.1

[Hazardous Substances](#)

3514.1

[Hazardous Substances](#)

3515.2

[Disruptions](#)

3515.2

[Disruptions](#)

3515.3

[District Police/Security Department](#)

3515.3	District Police/Security Department
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3541.1	Transportation For School-Related Trips
3541.1-E(1)	Transportation For School-Related Trips
3541.1-E(2)	Transportation For School-Related Trips
3543	Transportation Safety And Emergencies
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E(1)	Criminal Record Check
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131	Staff Development
4141	Collective Bargaining Agreement
4157.1	Work-Related Injuries
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations
4212.5	Criminal Record Check
4212.5-E(1)	Criminal Record Check
4217.3	Layoff/Rehire
4222	Teacher Aides/Paraprofessionals
4222	Teacher Aides/Paraprofessionals
4227	Temporary Athletic Team Coaches
4227	Temporary Athletic Team Coaches
4231	Staff Development
4241	Collective Bargaining Agreement
4257.1	Work-Related Injuries
4312.4	Health Examinations
4312.5	Criminal Record Check

4312.5-E(1)	Criminal Record Check
4327	Temporary Athletic Team Coaches
4327	Temporary Athletic Team Coaches
4331	Staff Development
4357.1	Work-Related Injuries
5020	Parent Rights And Responsibilities
5020	Parent Rights And Responsibilities
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting
5141.52	Suicide Prevention
5141.52	Suicide Prevention
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.6-E(1)	Parent/Guardian Notifications
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6020	Parent Involvement
6020	Parent Involvement
6116	Classroom Interruptions
6142.2	World Language Instruction
6142.2	World Language Instruction
6142.6	Visual And Performing Arts Education
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6142.8	Comprehensive Health Education
6142.8	Comprehensive Health Education
6145	Extracurricular And Cocurricular Activities
6145	Extracurricular And Cocurricular Activities

6154	<u>Homework/Makeup Work</u>
6163.1	<u>Library Media Centers</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
7140	<u>Architectural And Engineering Services</u>
7140	<u>Architectural And Engineering Services</u>
9200	<u>Limits Of Board Member Authority</u>