

COMMUNITY RELATIONS

SUBJECT: Volunteer Assistance

The County Board of Education and County Superintendent recognize the wealth of experience available in the community. Community members are a resource that should be used in appropriate ways to enrich the educational programs offered through the County Office of Education and strengthen relationships with families, businesses, public agencies, and private institutions. By their presence, volunteers can also make school environments safer and more closely supervised. The County Board of Education and County Superintendent encourage parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The County Superintendent or designee authorizes the use of volunteers following established procedures to ensure the safety of both students and volunteers. The County Superintendent or designee may require tuberculosis testing and fingerprinting of volunteers and may request criminal records checks as authorized by law. The County Superintendent or designee shall verify by reasonable means that persons serving as volunteers are not registered as a sex offender pursuant to Penal Code 290. Volunteers shall act in accordance with County Office of Education policies and procedures. Further, the County Superintendent directs that the appropriate department administrator establish and oversee the use of volunteers in the County Office of Education programs under her/his direction. At their discretion, employees who supervise volunteers may ask any volunteer who violates school/program rules to leave the campus. Employees also may confer with the site administrator or designee regarding any such volunteers. This policy does not apply to activities sponsored by school connected organizations.

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular or semi-regular basis during school hours. Also included in this definition are those who help on a one-time basis transporting or working with children with out the direct oversight of staff. Parents who observe or visit their child at school on a regular basis and stay more than 15 minutes each time are considered volunteers. Volunteer screening is required for all volunteers. The County Superintendent or designee shall establish administrative regulations to provide appropriate standards and process to be used in determining minimum requirements required of all volunteers.

The primary responsibility for everyday maintenance of the schools and groups rests with the County Office of Education's classified employees. The County Superintendent, nevertheless, encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads, and comply with employee commitments and contracts.

The County Superintendent or designee shall be responsible for investigating and resolving

complaints regarding volunteers.

(cf. 0410 - Non-discrimination in Programs and Activities)

(cf. 4212 - Conditions of Initial Employment)

(cf. 6144 - Controversial Issues)

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college level teaching methodology faculty

44814 Duty-free lunch periods

44815 Noncertificated supervision

45125 Fingerprinting requirements

45344.5 Instructional aide; proficiency in basic skills

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290.4 Information regarding sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS, TITLE 5

18168 Personnel duties with infants and toddlers

CODE OF REGULATIONS Title 22

101170 Criminal record clearance

62 Ops. Cal. Atty. Gen. 325 (1979)

Whisman Elementary School District, 15 Public Employee Reporter for California, Section 22043