

VOLUNTEER ASSISTANCE

The Governing Board encourages parents/guardians, business, senior citizens, and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors to provide support and motivation to students.

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 without 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.

Volunteers shall be divided into two categories:

Student Contact Volunteers – Tier I Volunteers

These volunteers may assist personnel in the performance of their duties which, in the judgment of the personnel to whom the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. Volunteers in this category are required to be fingerprinted and have a criminal record clearance. Volunteers shall be informed that the district is conducting this records check.

Volunteers in this category require acknowledgement/signoff on the Volunteer Handbook, fingerprinting and a criminal record clearance, and identification as a cleared volunteer (district issued badge). Volunteers in this category include:

1. Coaches, assistant coaches, co-curricular assistants
2. Tutoring or mentoring inside or outside the classroom or another unsupervised school setting
3. Attending or chaperoning overnight school-sponsored trips
4. Transporting students in a private vehicle
5. Student teachers
6. Any other volunteer activity, including that done by parents in child care and development programs, where there is unsupervised contact with children
7. Any other volunteer activity where the funding agency requires such a criminal record clearance

Non-Student Contact/Supervised Contact Volunteers – Tier II

These volunteers may work on projects pursuant to Governing Board policy and Administrative Regulation under the direct supervision of CUSD staff. Tier II volunteers are required to sign off on the acknowledgement of the Volunteer Handbook, sign in at the front office, and display site issued identification.

Volunteers shall act in accordance with district policies and school rules and serve at the discretion of CUSD employees. At their discretion, employees who supervise volunteers may ask any volunteer who violates regulations or protocols to leave the campus. Employees should confer with the principal or designee regarding any such volunteers.

Work performed by volunteers shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to assist with short-term projects to the extent that they enhance the classroom or school, do not significantly increase workloads, and comply with employee collective bargaining agreements.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

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

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

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 Registration of sex offenders

290.4 Information re sex offenders

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:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

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

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education: <http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping:

<http://www.meganslaw.ca.gov>