

The District recognizes that the wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with the homes, businesses, industries, public agencies, and private institutions of our community. The District encourages parents and other members of the community to share their special knowledge and abilities with our students.

The Superintendent may authorize the use of volunteers. Volunteers shall work with students under the immediate supervision of certificated employees. Volunteers who are not working with students shall be supervised by an authorized District employee when appropriate. Volunteers shall not be used to displace regularly authorized school personnel (Education Code 35021). The Superintendent will require tuberculosis testing and fingerprinting of volunteers and criminal records checks as authorized by law. Volunteers must perform both a Department of Justice and Federal Bureau of Investigation criminal background check. The results of the background checks must be reviewed and approved by the Superintendent prior to the applicant being approved to volunteer.

The primary responsibility for everyday maintenance of the schools and grounds rests with the district's classified employees. The Board 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 negotiated agreements.

Volunteers shall act in accordance with district policies, regulations and school rules. The Superintendent shall be responsible for investigating and resolving complaints regarding volunteers.

*(cf. 6144 - Controversial Issues)*

*(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 to students 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 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.

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

*(cf. 1230 - School-Connected Organizations)*

*(cf. 4127 - Temporary Athletic Team Coaches)*

*(cf. 4212.5 - Security/Credit Check)*

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)*

### **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)

A volunteer who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

Provide evidence that they are free from active tuberculosis. A chest x-ray will be required only if the intradermal tuberculin test is positive.

Volunteers who provide care and supervision to children at a child care center or preschool to be immunized against influenza, pertussis, and measles, and to subsequently receive an influenza vaccination between August 1 and December 1 of each year; see AR 5148 - Child Care and Development and AR 5148.3 - Preschool/Early Childhood Education. Health and Safety Code 1596.7995.

### **Procedure**

Management personnel responsible for administering programs wherein volunteers provide service to the Palermo Union School District shall:

1. Establish a register wherein each volunteer signs in and signs out for whatever date and period of time the volunteer is providing service to the District, also listing the activity performed and the location of the volunteer work.
2. Maintain a record of volunteers serving during any fiscal year, record to contain name, address, and telephone number, and email if available.
3. Provide a means of identification for volunteers while on school sites.
4. Provide Workers' Compensation Insurance Claim forms if needed: Unsalariated volunteers shall be considered as employees of the District for Workers' Compensation purposes. If injured while serving as volunteers in the District, the volunteer should file a Workers' Compensation Insurance claim on forms obtained at the District Office (Labor Code 3364.5).
5. Supervise volunteers' activities so that the district safety standards are maintained at the same level of safety as paid employees providing similar service.

*Legal Reference: (see next page)*

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  
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

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

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

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

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

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 Parent Teacher Association: <http://www.capta.org>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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Policy

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PALERMO UNION SCHOOL DISTRICT

