

# Mark West Union School District Board Policy 1240

## Community Relations Volunteer Assistance

The Governing Board recognizes that volunteer assistance in schools enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board also 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.

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 and resolving complaints regarding volunteers.

All volunteers are required to sign in at the school office before entering classrooms.

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.

### Legal Reference:

#### EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21<sup>st</sup> 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

# Mark West Union School District Board Policy 1240

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  
1596.871 Fingerprints of individuals in contact with child day care facility clients  
LABOR CODE  
1720.4 Public works; exclusion of volunteers from prevailing wage law  
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  
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/l/p/f>

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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