

**VOLUNTEER ASSISTANCE**

The Board of Education encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

The Superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing, fingerprinting and criminal records checks.

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

Volunteers shall act in accordance with District policies, regulations and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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

*(cf. 5144 - Discipline)*

*(cf. 6144 - Controversial Issues)*

Volunteer maintenance work shall be limited to those projects which do not replace the normal maintenance 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, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

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

*Legal Reference: (see next page)*

**VOLUNTEER ASSISTANCE**

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 Duty-free lunch periods
- 44815 Noncertificated supervision
- 45125 Fingerprinting requirements
- 45340-45349 Instructional aide act, especially:
- 45344.5 Instructional aide; proficiency in basic skills
- 45347 Instructional aides as classified employees
- 45349 Volunteers
- 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 re sex offenders

CODE OF REGULATIONS, TITLE 5

- 18168 Personnel duties with infants and toddlers

CODE OF REGULATIONS, TITLE 22

- 101170 Criminal record clearance

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

Policy  
Adopted: September 11, 2000

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California