

DEL MAR UNION SCHOOL DISTRICT

BOARD POLICY 1011: VOLUNTEER ASSISTANCE

The Governing Board 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 both students and volunteers. The Superintendent is authorized to require tuberculosis testing for all volunteers and may request criminal records checks as authorized by law. Volunteers shall act in accordance with district policies and regulations.

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

The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Legal Reference

EDUCATION CODE

35021	Volunteer aides
35021.1	Automatic records check
44010	Sex offense; definition
44227.5	Classroom participation by college level teaching methodology faculty
44814	Duty-free lunch periods
44815	Non-certificated 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
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

CODE OF REGULATIONS, TITLE 5

18168 Personnel duties with infants and toddlers

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

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

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

CSBA Notes

(CSBA Review: 10/96)

Administrative Regulation 1001: VOLUNTEER ASSISTANCE

Volunteer Duties

Volunteer non-teaching aides may supervise students during lunch or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities.

Volunteer instructional aides may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. A volunteer instructional aide need not perform his/her duties in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of students in his/her charge. (Education Code 45343, 45344)

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)

Qualifications

Volunteers shall:

1. Be determined not to be a registered sex offender. (Education Code 35021) Before authorizing any volunteer to serve as a non-teaching aide or to supervise students, the Superintendent or designee shall ask the volunteer to sign an official declaration that he or she is not a registered sex offender.
2. Annually submit evidence that they are free from active tuberculosis.