

Policy 1240: Volunteer Assistance

Status: DRAFT

Original Adopted Date: 06/10/2015 | **Last Revised Date:** 06/28/2017 | **Last Reviewed Date:** 06/18/2026

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, contribute to school safety, and support the district in providing for the well-being of district students, while strengthening the schools' relationships with the community. The Board 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. Additionally, the Superintendent or designee may 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, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status. (Government Code 12940)

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.

Additionally, volunteers who are over 18 years of age and who interact with students outside of the immediate supervision and control of the student's parent/guardian or a school employee shall, as mandated reporters, receive the notification and training required of mandated reporters as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting.

A volunteer who is a mandated reporter shall make a report, as specified in Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting, whenever such volunteer has knowledge of or observes a child whom the volunteer knows or reasonably suspects has been the victim of child abuse or neglect.

Volunteers shall act in accordance with law, district policies and administrative regulations, including Board Policy and Administrative Regulation 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

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 collective bargaining agreements.

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.

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.

Workers' Compensation Insurance

The Board desires to provide a safe environment for volunteers and minimize the district's exposure to liability.

Upon the adoption of a resolution by the Board, volunteers shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of service for the district. (Labor Code 3364.5)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
22 CCR 101170	Criminal record clearance
22 CCR 101216	Health screening; volunteers in child care centers
Ed. Code 35021	Volunteer aides
Ed. Code 35021.1	Automated records check
Ed. Code 35021.3	Registry of volunteers for before/after school programs
Ed. Code 44814-44815	Supervision of students during lunch and other nutrition periods
Ed. Code 45125	Fingerprinting requirements
Ed. Code 45125.01	Interagency agreements for criminal record information
Ed. Code 45340-45349	Instructional aides
Ed. Code 45360-45367	Teacher aides
Ed. Code 48981	Parent/guardian notifications
Ed. Code 49024	Activity Supervisor Clearance Certificate
Ed. Code 49406	TB risk assessment
Ed. Code 8482-8484.6	After School Education and Safety program
Ed. Code 8484.7-8484.9	21st Century Community Learning Center program
Gov. Code 12940	Unlawful discriminatory employment practices
Gov. Code 3543.5	Prohibited interference with employees' rights
H&S Code 1596.7995	Immunization requirements for volunteers in child care and development center or preschool
H&S Code 1596.871	Fingerprints of individuals in contact with child day care facility clients
Lab. Code 1720.4	Public works; exclusion of volunteers from prevailing wage law
Lab. Code 3352	Workers' compensation; definitions
Lab. Code 3364.5	Authority to provide workers' compensation insurance for volunteers
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Pen. Code 290	Registration of sex offenders
Pen. Code 290.4	Information regarding sex offenders
Pen. Code 290.95	Disclosure by person required to register as sex offender
Pen. Code 626.81	Sex offender; permission to volunteer at school

Management Resources

	Description
PERB Decision	Whisman Elementary School District (1991) PERB Decision No. 868
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Justice, Megan's Law
Website	California Department of Education, Parents/Family and Community
Website	Commission on Teacher Credentialing
Website	CSBA
Website	California State Parent Teacher Association

Cross References**Description**

0410	Nondiscrimination In District Programs And Activities
0500	Accountability
1000	Concepts And Roles
1100	Communication With The Public
1150	Commendations And Awards
1150	Commendations And Awards
1250	Visitors/Outsiders
1250	Visitors/Outsiders
1400	Relations Between Other Governmental Agencies And The Schools
1700	Relations Between Private Industry And The Schools
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3515.2	Disruptions
3515.2	Disruptions
3515.5	Sex Offender Notification
3515.5	Sex Offender Notification
3530	Risk Management/Insurance
3530	Risk Management/Insurance
3541.1	Transportation For School-Related Trips
3541.1-E PDF(1)	Transportation For School-Related Trips
3543	Transportation Safety And Emergencies
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4112.4	Health Examinations
4112.5	Criminal Record Check
4112.5-E PDF(1)	Criminal Record Check
4119.11	Sexual Harassment
4119.11	Sexual Harassment
4119.24	Maintaining Appropriate Adult-Student Interactions
4127	Temporary Athletic Team Coaches
4127	Temporary Athletic Team Coaches
4131	Staff Development
4131	Staff Development
4141	Collective Bargaining Agreement
4157.1	Work-Related Injuries
4157.1	Work-Related Injuries
4212	Appointment And Conditions Of Employment
4212.4	Health Examinations

Cross References

4212.5
4212.5-E PDF(1)
4217.3
4219.11
4219.11
4219.24
4222
4222
4222-E PDF(1)
4227
4227
4231
4241
4257.1
4257.1
4312.4
4312.5
4312.5-E PDF(1)
4319.11
4319.11
4319.24
4327
4327
4331
4357.1
4357.1
5020
5020
5141.4
5141.4
5141.52
5141.52
5145.3
5145.3
5145.6
5145.6-E PDF(1)
5145.6-E PDF(2)
5148
5148
5148.2

Description

[Criminal Record Check](#)
[Criminal Record Check](#)
[Layoff/Rehire](#)
[Sexual Harassment](#)
[Sexual Harassment](#)
[Maintaining Appropriate Adult-Student Interactions](#)
[Teacher Aides/Paraprofessionals](#)
[Teacher Aides/Paraprofessionals](#)
[Teacher Aides/Paraprofessionals](#)
[Temporary Athletic Team Coaches](#)
[Temporary Athletic Team Coaches](#)
[Staff Development](#)
[Collective Bargaining Agreement](#)
[Work-Related Injuries](#)
[Work-Related Injuries](#)
[Health Examinations](#)
[Criminal Record Check](#)
[Criminal Record Check](#)
[Sexual Harassment](#)
[Sexual Harassment](#)
[Maintaining Appropriate Adult-Student Interactions](#)
[Temporary Athletic Team Coaches](#)
[Temporary Athletic Team Coaches](#)
[Staff Development](#)
[Work-Related Injuries](#)
[Work-Related Injuries](#)
[Parent Rights And Responsibilities](#)
[Parent Rights And Responsibilities](#)
[Child Abuse Prevention And Reporting](#)
[Child Abuse Prevention And Reporting](#)
[Suicide Prevention](#)
[Suicide Prevention](#)
[Nondiscrimination/Harassment](#)
[Nondiscrimination/Harassment](#)
[Parent/Guardian Notifications](#)
[Parent/Guardian Notifications](#)
[Parent/Guardian Notifications](#)
[Child Care And Development](#)
[Child Care And Development](#)
[Before/After School Programs](#)

Cross References

5148.2
5148.3
5148.3
6020
6020
6020-E PDF(1)
6116
6142.7
6142.7
6145
6145
6154
6171
6171
6184
6184
7140
7140
9200

Description

[Before/After School Programs](#)
[Preschool/Early Childhood Education](#)
[Preschool/Early Childhood Education](#)
[Parent Involvement](#)
[Parent Involvement](#)
[Parent Involvement](#)
[Classroom Interruptions](#)
[Physical Education And Activity](#)
[Physical Education And Activity](#)
[Extracurricular And Cocurricular Activities](#)
[Extracurricular And Cocurricular Activities](#)
[Homework/Makeup Work](#)
[Title I Programs](#)
[Title I Programs](#)
[Continuation Education](#)
[Continuation Education](#)
[Architectural And Engineering Services](#)
[Architectural And Engineering Services](#)
[Limits Of Board Member Authority](#)