

VOLUNTEER ASSISTANCE

The Board of Education encourages parents/guardians and other community members to work closely with district employees to share their time, knowledge and abilities with our students. Community volunteers have a wealth of knowledge and experience with which they can enrich and strengthen the educational program.

The Superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and employees in accordance with relevant laws and codes.

Volunteers are expected to act in accordance with district policies, Strategic Plan, regulations and school rules, and to demonstrate honesty, respectfulness, fairness, trustworthiness, and courtesy. At their discretion, employees who supervise volunteers may ask any volunteer who violates these expectations to leave the campus. Employees also may confer with the principal or designee regarding such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteers may work on a variety of tasks in a variety of settings, both with students and on special projects, the need for which shall be determined by each site principal or manager. Volunteers shall work under the supervision of certificated personnel when working in the classroom or in a tutorial role, and under the direction of authorized district employees when working on district property or in proximity to students in a school setting.

In defining volunteer projects, sites should take into consideration that the primary responsibility for everyday maintenance of the schools and grounds rests with the district's classified employees. Sites are encouraged to use volunteers to work on short-term projects to the extent they enhance the educational program, improve the school site, meet a specific need, comply with building and safety codes, do not significantly increase classified employee workloads and comply with employee collective bargaining agreements.

Volunteers shall not be used to displace regularly authorized school personnel. Projects assigned to volunteers should only be those which supplement and enrich the school program or which could not be accomplished without volunteer assistance.

The Board encourages principals and managers to develop a means for recognizing the contributions of volunteers.

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 and/or make appropriate referrals to community organizations.

(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

VOLUNTEER ASSISTANCE (continued)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees 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. 3515.2 - Disruptions)

Volunteer maintenance work shall be limited to those projects that 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, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Strategic Plan Reference: Mission

Legal Reference: (see next page)

VOLUNTEER ASSISTANCE (continued)

Legal Reference:

EDUCATION CODE

35021 Volunteer aides

44815 Noncertificated supervision

45349 Volunteers

LABOR CODE

3364.5 Persons performing volunteer services for school districts

Policy
adopted: August 4, 2005
Revised: May 18, 2006

VACAVILLE UNIFIED SCHOOL DISTRICT
Vacaville, California