

VOLUNTEER SERVICES

It shall be the policy of the Humboldt County Board of Education to encourage and support active involvement of parents/guardians and local citizens, when and where appropriate, as volunteers to assist staff in bringing enrichment of learning opportunities to children and youth. The volunteer program shall include a process of actively seeking out, screening, and selecting volunteers to meet specific unmet needs.

The Board and Superintendent prohibit 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.

The following criteria shall provide the basis for the Superintendent's personnel policies and administrative regulations for selecting and utilizing volunteers in a school setting or a school-related activity:

1. The health and safety of the students and staff will be protected;
2. Such service will be consistent with the approved program of studies;
3. Any liability incurred by the Office of Education must be adequately insured;
4. Occasional reports shall be provided on request to the Board of Education regarding the scope and effectiveness of the program of volunteer services;
5. There will be no conflict with existing employee job positions and duties;
6. Volunteers shall be deemed employees for workers' compensation insurance and liability coverage.

Volunteers shall act in accordance with Office of Education policies, regulations, and school rules. The Principal or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Criminal Background Check

Prior to assuming a volunteer position working with students in an Office of Education sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of

Investigation. At his/her discretion, the volunteer may choose to meet this requirement by obtaining an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the Office of Education.

Tuberculosis Assessment/Examination

Upon initial volunteer assignment, a volunteer shall have on file with the school a certificate showing that he/she has submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

Legal References:

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

35021.2 Requests for records involving criminal offenses

44010 Sex offense; definition

44815 Non-certificated supervision

45125 Fingerprinting requirements

45340-45349 Instructional Aide Act

45360-45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employee's rights

12940 Prohibited discrimination and harassment

96100-96114 Academic Volunteer and Mentor Service Act of 1992

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290-290.95 Sex offenders

11105.3 Record of conviction of certain crimes

1192.7 Serious and violent felonies