

1000 COMMUNITY RELATIONS

1200 PARTICIPATION BY PUBLIC

1230 VOLUNTEERS

The Superintendent/Governing Board recognizes that the citizens of Marin and other nearby counties are an invaluable resource to the Marin County Office of Education and welcomes them as volunteers.

A volunteer shall not be considered an employee of the Marin County Office of Education and shall serve without compensation.

Each volunteer shall have on file with the Marin County Office of Education a certificate that indicates the volunteer is free from active tuberculosis. The Superintendent may exempt volunteers from this provision whose functions do not require frequent or prolonged contact with pupils.

Classroom volunteer services shall be performed under the immediate supervision and direction of certificated personnel.

Volunteers shall be provided liability insurance coverage which is identical or comparable to that provided for employees of the Marin County Office of Education.

Volunteers shall be provided Workers Compensation Insurance coverage for any injury sustained while in performance of any service under the direction and control of the Marin County Office of Education.

Volunteers shall be at least 16 years of age.

The Superintendent shall prepare Administrative Regulations and Procedures to implement this policy.

References: EC 35021, 49406
LABC 3364.5

Approved as to form:



Deputy County Counsel

Approved by
Marin County Board of Education 10/25/88
Revised - 5/26/92

**MARIN COUNTY OFFICE OF EDUCATION
ADMINISTRATIVE REGULATIONS AND PROCEDURES**

VOLUNTEERS
(Board Policy 1230)

ALL VOLUNTEERS

Must be at least 16 years of age.

Must complete and sign a volunteer application form and an emergency information form, copies of which shall be filed with the volunteer coordinator and the person supervising the volunteer. For insurance purposes, all volunteers must be registered with the volunteer coordinator regardless of the duration or location of the volunteer assignment.

CLASSROOM VOLUNTEERS

Must submit a health certificate that indicates freedom from active tuberculosis which shall be filed with the volunteer coordinator.

Volunteer Services:

Are to be performed under the immediate supervision and direction of a certificated employee with the following exception: volunteers may supervise pupils during breakfast, recess, lunch or any nutrition period.

May not include teaching or supervising a program.

Should result in relieving teachers of time-consuming non-teaching tasks, helping students through individual attention, and enrichment of program through the special interests or talents of the volunteer.

Volunteer Responsibilities:

Respect the confidentiality of students and student information.

Respect the professional opinion of teachers and other certificated staff in regard to services performed and relationships with pupils and staff.

Teacher Responsibilities:

The teacher is responsible for instruction, safety and discipline.

Has the final decision as to placement and termination of a volunteer in his/her classroom.

Effectively utilizes volunteers by:

Becoming familiar with the volunteer's potential contributions.

Giving clear directions and providing training regarding the specific duties which will be performed by the volunteer.

Completing a written evaluation of each volunteer who is placed in his/her classroom.