

**BILLINGS PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES**

5019

School Volunteers

Billings Public Schools recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. has not entered into an express or implied compensation agreement with the District;
2. is excluded from the definition of "employee" under the appropriate state and federal statutes;
3. is not employed by the District in the same or similar capacity for which he/she is volunteering (e.g. a teacher cannot volunteer to teach although he/she could volunteer to type or file), as prescribed by the Federal Fair Labor Standards Act.
4. is expected to represent themselves and the District in a professional manner. Failure to do so will result in immediate termination of volunteer status.

Volunteers and paraprofessionals are under the direct supervision of the building principal.

Volunteers shall work in schools with the approval of the principal.

The classroom teacher scheduled for a volunteer shall be consulted relative to the assignment of the volunteer in his/her classroom.

Volunteers who are formally acting on behalf of and are assisting in school projects shall be covered by the District's liability insurance. This does not alleviate a volunteer, as is the case with an employee, from exercising appropriate judgment and responsibility in the discharge of all duties in accordance with the policies of the Board of Trustees of Billings Public Schools.

Legal Reference: 29 USCA 201 et. seq., Federal Fair Labor Standards Act 29 CFR 553.100 et. seq., Volunteers

Cross Reference: 5021 Fingerprints and Criminal Background Investigations

Date Adopted: March 18, 1996