

Lower Merion School District

Policy No.:

443

Section:

PROFESSIONAL EMPLOYEES

Title:

USE OF VOLUNTEER AIDES

Date Adopted:

2/73

Date Last Revised:

443 USE OF VOLUNTEER AIDES

I. Introduction

Education is a complex process which often requires the individualization of instruction. One way to meet the individualization requirement is to make use of volunteer aides in the schools. A volunteer aide is any person who serves in the schools without compensation, including but not limited to, parents, students, and other citizens of the community.

II. Guidelines

1. General instructions should be given to volunteer aides as a group by the principal or his or her designee.
2. The teacher or person with whom the volunteer aide is to serve should offer specific directions on an individual basis.
3. The teacher is always responsible for the education of the pupils in his or her charge.
4. Access to confidential materials, such as cumulative records, health records, report cards, etc., is limited to the professional staff.
5. Volunteer aides are expected to adhere to school district policies, guidelines and regulations.
6. Volunteer aides are protected by school district liability insurance to the same extent as are paid employees.