

POLICY FOR VOLUNTEERS

Definition

Volunteers are persons who do not receive compensation for assisting in school or district programs. Volunteers are encouraged to use their time and effort to support school and district programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or district programs and to facilitate effective communication with persons who volunteer.

SUPERVISION

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff.

Volunteers who assist in the district on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a district employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualification that may be required.

RECORD CHECK

The district shall conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the principal or designee and the volunteer has undergone the required records check.

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

REFERENCES

A new section of KRS.161
KRS 161.044

RELATED POLICY

03.5

PROCEDURES FOR VOLUNTEERS

Application

Persons who wish to serve as volunteers must complete a volunteer application form, a signed participation and confidentiality statement and have a successful criminal check form in the office of the district Volunteer Director.

Orientation

The district volunteer director or school volunteer coordinator shall conduct a volunteer orientation for each school at the beginning of the school year. The orientation sessions shall include: volunteer expectations, confidentiality training, district and school level rules of conduct and instruction on using office equipment.

Record check

The General Assembly has enacted a new section of KRS Chapter 161 to address requirements for volunteers in the schools.

The district shall conduct a state criminal record check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Registration

Upon entering the school for volunteer work, each volunteer must sign in on the volunteer sign-in sheet at the main office or designated volunteer sign-in area. Upon leaving the school each volunteer must sign out on the volunteer sign-in sheet. Remember to log in time of arrival and departure. If you have volunteer hours outside of the school day, please add them to the sign-in sheet.

Name Tags

All volunteers must wear the appropriate name tags for proper identification. They shall be distributed to each volunteer or made available at the sign-in area or main office.

Training

Any additional training shall be provided for volunteers on an as-needed basis.

Dependability

Regular and punctual attendance is essential for program effectiveness. A volunteer who is unable to report for assigned duty shall contact the school office as soon as possible.

Accountability

Schools shall keep a record of volunteer hours. They shall also keep track of the effectiveness of the services provided.

VOLUNTEER GUIDELINES

The ultimate objective of the volunteer program is to bring more adults into the schools to participate in the everyday educational experiences of students. Effective and responsible people are essential to the success of this program. It is, therefore, expedient that we establish procedures to follow.

Volunteers:

- * Complete an application form each year in which they volunteer.
- Must have a criminal background check on file within the district. Current employees of the district are considered approved volunteers.
- Have good health and assurance that they are free of communicable disease.
- Must receive training and/or review training materials and sign and return training participation statement.
- Sign in and out upon arrival and departure of school.
- Wear name badge as identification upon entering school.
- Keep a record of your volunteer hours.
- Respect the school policies and abide by established procedures and guidelines.
- Always work under the direction of a teacher or other members of the school staff.
- Assist the teacher in the classroom; a volunteer should not be the sole supervisory person in the classroom.
- Never interrupt the teacher while he/she is instructing the class unless it is an emergency. Never contradict or try to correct the teacher in front of students.
- Understand that discipline is the teacher's responsibility, maintain order when assisting children, but refer disciplinary problems to the teacher.
- Follow education's Code of Ethics by understanding that discussion of confidential matters and criticism of professional staff, pupils, and/or programs is inappropriate.
- Know that evaluation of a child's learning must be done by the professional; it is not a volunteer's responsibility to judge student competence.
- Be dependable and punctual. Teachers and students count on their volunteers being on time and ready to go.
- You are a role model. Please dress, act and talk in an appropriate manner.
- Do not enter your own child's classroom unless you have permission to be there.
- Find ways to establish a high quality rapport with students by:
 1. Being warm, friendly, and courteous at all times.
 2. Maintaining a sense of humor.

3. Staying calm in emergencies. Learn all emergency rules and exits.
4. Displaying a positive attitude. Offer praise to students frequently.
5. Keeping your commitment to the program.