

## SCHOOL VOLUNTEERS

Code **IJOC-R** Revised **3/13**

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### Definition

Volunteers are parents or other adults who are willing to donate their services to the schools by assisting with many phases of school operation.

### Procedures

If volunteers are properly selected and handled, they can be an asset to a school. Schools will follow these procedures.

- Schools will thoroughly orient volunteers to the duties they are to perform.
- All volunteers are under the direct supervision of and accountable to the principal or his/her designee.
- No one should give volunteers the authority to have access to student records.
- The school principal will make periodic assessments to ensure that the volunteers are working productively with students.

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