

**Regulation 3160R**

**Community Relations**

**SCHOOL VOLUNTEERS**

1. Volunteers may be utilized in the schools for instructional, supervisory, or other tasks as may be specified by a building administrator. The utilization of volunteers must be for tasks which are legally and professionally acceptable for volunteer workers, and volunteers must be appropriately supervised.
2. Building administrators are ultimately responsible for the selection, assignment, and supervision of volunteers. Other certified staff, as designated by a building administrator, may assist in these responsibilities.
3. The volunteer worker will be accountable to the principal and his designees, who will take responsibility for the following:
  - a. Defining relationships between the volunteer and professional staff members, and between the volunteer and pupils
  - b. Providing orientation and training activities as necessary
  - c. Explaining guidelines for reacting to problems involving pupil behavior. In general, volunteers will be expected to immediately refer discipline problems to the teacher with whom they work, or to the building administrator
4. The building administrator is responsible for evaluating the performance of individual volunteers and for terminating the participation of volunteers when such participation is not satisfactory.
5. The building administrator is responsible for continuous evaluation of volunteer programs and for the termination of those programs which are not productive.
6. So that appropriate recognition maybe made, each principal will keep an accurate list of volunteers, their assignments and time span of service. Lists will be forwarded to the Public Information Officer as needed for recognition purposes.
7. Volunteers are not authorized to have access to confidential information. Volunteers who have children in the District are expected to maintain the distinction between their role as parent and their role as volunteer.

Established: 1999  
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