

916. SCHOOL VOLUNTEERS

<p>4. Delegation of Responsibility</p>	<p>Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of School District, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.</p> <p><u>Confidentiality</u></p> <p>No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the School District. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the building principal and/or review Section 216 (Student Records) of the School District's Policy and Regulation Manual.</p> <p>Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the School District.</p> <p>Each school within the School District shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:</p> <ol style="list-style-type: none">a. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.b. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for overseeing the filing of criminal history reports and child abuse clearance statements.c. No such procedures adopted by the schools within the School District shall be inconsistent with the terms and conditions of this policy.d. All such procedures adopted by the schools within the School District shall be subject to the approval of the Superintendent.e. Program volunteers assisting with the coaching or supervision of athletic teams, the marching band or the school musical must be approved in advance by the Board of School Directors.f. Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.
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