Community Relations

SUBJECT: SCHOOL VOLUNTEERS

A school volunteer is an unpaid person who assists District staff, including, but not limited to, instructional personnel, and in curricular, co-curricular, or extracurricular programs.

General Guidelines

1) Use of volunteers will not replace any duly appointed or authorized District personnel or conflict with the duties or job responsibilities of these personnel. Any information gained through volunteering must be held in strict confidence with the building principal or designee assuring that the volunteer has no access to confidential student or personnel data unless designated by a school official in accordance with the Family Educational Rights and Privacy Act (FERPA).

2) Volunteers may assist on an occasional or regularly scheduled basis, however, they may not teach or provide the initial instruction for accomplishing educational objectives; but may reinforce skills taught by the professional staff.

3) Volunteers may not provide transportation to students in their personal automobiles for any school sponsored activities.

4) Volunteers may not be assigned the responsibility for disciplining students but may assist the teacher in maintaining proper behavior of students and report behavioral problems to the teacher.

5) Volunteers may not supervise a class in the absence of the teacher.

6) Volunteers will not contact parents regarding the performance of students or write comments on any papers or school work sent home.

Implementation of the Volunteer Program

1) General administration of the volunteer program in the District will be the responsibility of the Superintendent or designee with building principals assuming general authority over volunteers.

2) The need for volunteers will be determined by the building principal and other designated personnel.

3) Each prospective volunteer (one who would have occasional or regular and recurring assigned role in the school or classroom environment) must complete an application which will be reviewed by the building principal and forwarded to the District Office for review. All regularly scheduled volunteers will, at a minimum, complete an application, provide authorization for a reference check, be screened and interviewed by the building principal or designee, and complete a confidentiality agreement. Regularly scheduled volunteers may be required to complete a background check.

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4) The building principal will forward his or her decisions concerning selection, placement, and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent, volunteers selected for work in the District will be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

5) Building principals will assume final responsibility for the assignment of volunteers from the approved list.

6) Orientation and in-service training will be provided to volunteers by appropriate District staff.

7) Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.

8) An accurate list of volunteers will be maintained by each building principal or supervisor. Also, a copy of each building's volunteer registry file will be forwarded to the Personnel Office.

9) The District does not carry health or accident insurance or Workers' Compensation on volunteers. Approved volunteers are covered for their actions or omissions within the scope of their approved authority under the liability section of the District's umbrella policy.

10) Volunteers must sign in and out in the school office.

11) Each school will keep a volunteer registry which will include, but not be limited to, the following information: name, address, telephone number, and emergency contact.

12) Volunteers must wear appropriate identification, as determined by the Superintendent, or building principal or supervisor, or designee, to ensure immediate recognition as persons whose specific purpose is helping students and staff.