

WHEATLAND-CHILI CENTRAL SCHOOL DISTRICT VOLUNTEER GUIDELINES AND REGULATIONS

A school volunteer is defined as a non-paid person who assists District staff, including but not limited to instructional personnel, in curricular, co-curricular, or extracurricular programs. A volunteer is a person who offers to provide assistance or service of his/her own free will without legal obligations.

General Guidelines

- 1) Use of volunteers shall not conflict with or replace any duly appointed and/or authorized District personnel or the duties/job responsibilities of such personnel. Any information gained through volunteering must be held in strict confidence with the principal/designee assuring that the volunteer has no access to confidential student or personnel data.
- 2) Volunteers may assist on an occasional or regularly scheduled basis, yet, may not teach or provide the initial instruction/coaching for accomplishing educational/extracurricular/or athletic 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 and/or coach in maintaining proper behavior of students and report behavioral problems to the teacher and/or coach.
- 5) Volunteers may not supervise a class/sport in the absence of the teacher and/or coach.
- 6) Volunteers are not to contact parents regarding the performance of students or write comments on any papers/school work sent home.

Implementation of the Volunteer Program

- 1) General administration of the volunteer program in the District shall be the responsibility of the Superintendent or his/her designee with principals assuming general authority over volunteers.
- 2) The need for volunteers will be determined by the principal and other personnel.
- 3) An application shall be filled out by each prospective volunteer and forwarded to the District Office. All regularly scheduled volunteers will, at a minimum, complete an application, provide authorization for a reference check, complete fingerprint clearing (At own expense) and could be interviewed by the building principal or his/her designee.
- 4) Principals shall assume final responsibility for the assignment of volunteers from the approved list. Assignment of a volunteer must be acceptable to the supervisory staff member.
- 5) Orientation and inservice training will be provided by appropriate staff.
- 6) Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules, regulations, and policies.
- 7) The District does not carry health/accident insurance or Workers' Compensation on volunteers. They are covered for their actions or omissions within the scope of their approved authority under the liability section of the District's umbrella policy. However, this is not the case for visitors to the school who do not act in a volunteer capacity.
- 8) Classroom volunteers must sign in and out in the school office.
- 9) Each school will keep an electronic volunteer registry that includes the volunteer's name, address, telephone number, and emergency contact. The Registry will be shared with the Superintendent and regularly updated. New volunteers will be added to the registry by the principal as soon as new volunteers are approved by the Board of Education.
- 10) Volunteers must wear a volunteer identification tag.

