

Volunteers

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. Volunteers shall work under the supervision of a school employee. In working with a volunteer, the school employee shall clearly explain the volunteer's responsibility.

The principal shall be responsible for developing and implementing procedures for the selection and utilization of volunteers. **It shall be the responsibility of the principal to determine the status of the volunteer and the subsequent level of orientation and training needed.**

The use of a volunteer shall be requested by staff and approved by the principal. Staff members shall work with the principal in the assignment of duties and supervision of volunteers.

Volunteers shall:

- A. Complete an application form providing background information and personal references.
- B. Volunteers who serve on an on-going basis, who have regular contact with students, or who have duties involving one-to-one contact with students shall be considered as "designated volunteers" and, therefore, shall be screened through the district's regular background checking process and the Criminal History Records Check Law procedure.
- C. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- D. Sign a confidentiality agreement, and discuss the performance or actions of a student only with the student's teacher, counselor or principal.
- E. Refer any student problem that arises, whether of an instructional, medical, or operational nature, to a regular staff member.

Volunteers (continued)

Staff Members shall:

- A. Provide orientation, including:
 - 1. General job responsibilities and limitations;
 - 2. Information about school facilities, routines, and procedures;
 - 3. Safety protocols;
 - 4. Work schedule and place of work;
 - 5. Expected relationship to regular staff.

- B. Provide appropriate training at the building level, consistent with the volunteer's tasks and existing district standards. This training shall be developed under the leadership of the principal.

- C. Evaluate and provide acknowledgment for the volunteer's services.

Volunteers shall only function under direct supervision of a school employee.

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