

Volunteers in the Schools

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens and can assist District employees in providing more individualized and enriched opportunities to students. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

Volunteers may be involved in many facets of school operations, from assisting in the classroom to reading to students to performing clerical tasks, at the discretion of the Building principal.

- 1) Volunteers shall not be used to provide one-on-one tutoring or other instruction to students, to correct student work or to provide transportation for school sponsored activities.
- 2) No volunteer shall have unsupervised direct contact with students except in emergency circumstances.
- 3) 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.
- 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 may not contact parents regarding the performance of students.
- 7) Volunteers must maintain the confidentiality of all information learned about students and the school.
- 8) Volunteers must sign in and sign out of the building in which they volunteer at all times.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities as well as make provisions for adequate and appropriate supervision and evaluation.

Persons wishing to volunteer must contact the Building Principal or other individual designated by the Superintendent or Building Principal, and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions and to identify two non-family member personal references. The Building Principal shall be responsible for contacting the personal references to verify that the individual is of good moral character before the volunteer application is forwarded to the Superintendent or designee for review and approval. One form of photo identification shall be required of each volunteer applicant. A criminal background check may be required of volunteer applicants. Any volunteer applicant with a previous criminal conviction must also be reviewed and approved by the Board of Education.

Approved volunteers must sign a Confidentiality Agreement certifying that they will respect the privacy rights of students by not disclosing to any individual and not discussing with any other individual, including family members, information regarding a specific student or students.

The District shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding District employees.

All volunteers are required to follow District policies, regulations and procedures, as well as any school rules. Any staff member who supervises a volunteer(s) who becomes aware that a volunteer has violated District policies, regulation, procedures or school rules shall promptly report any violations to the Building Principal and/or the Superintendent of Schools, who shall determine whether to withdraw approval for the individual to provide volunteer services to the District.

Any volunteer against whom an allegation of child abuse has been made shall not, pending resolution of the allegations, be permitted to render volunteer services to the District.

Each Building Principal shall be responsible for maintaining a current and complete list of all active, approved volunteers in the schools and their assignments.

This Policy shall not apply to student teachers and other students who perform services for the District under the auspices of a college or university program in coordination with the District.

The Superintendent will develop regulations to implement this Policy.