

PERSONNEL

Volunteers

Volunteer assistance provides a valuable service to the students of the District. To promote the education and safety of all staff and students, each administrator shall be responsible for ensuring the following procedures and restrictions are enforced.

Volunteers should be made aware of these policies and procedures prior to rendering service.

A. Approval and Assignment of Volunteers

Staff members who wish to use the services of a volunteer for conducting selected activities shall make a request to the building or program administrator. Assignments and activities shall be carefully defined. Approval of the request must be obtained before a volunteer will be allowed to render services.

Board policies concerning background checks for both supervised and unsupervised volunteers are important to ensure student safety. The administrator shall ensure that these policies are followed. Any questions regarding the suitability of a volunteer to serve should be directed to the Director of Human Resources or designee.

District policy 5210 strongly discourages placing employees who are family members at the same work site. In the case of volunteers who are family members, such placement is also discouraged. Each administrator may decide on a case-by-case basis whether to allow a volunteer to render service at the same worksite or in the same classroom as family member who is employed by the District. The administrator may, at his or her discretion, restrict the amount of time and the activities of the volunteer. "Family member" is defined in policy 5210. If an administrator allows a volunteer to render service at the same worksite or in the same classroom as a family member who is employed by the District, the administrator will monitor supervision of the volunteer.

B. Activities of Volunteers

Volunteers shall be assigned to a specific staff member for supervision. The staff member will ensure that the volunteer renders service according to this policy.

The volunteers shall serve in the capacity of a helper. All instructional service shall be rendered under the supervision of certificated staff. Volunteers are not to be assigned to roles which require specific professional training.

Volunteers shall maintain strict confidentiality of student information. Volunteers shall not discuss the performance or actions of students except with the student's teacher, school counselor or principal. Volunteers may be required to sign a statement indicating their agreement to maintain confidentiality of student information.

Student problems which arise, whether of an instructional, medical or operational nature, shall be referred to a regular employee.

Volunteers should be advised of the following:

1. General job responsibilities and limitations;
2. School facilities, routines and procedures;
3. Work schedule and place of work; and
4. Names of administrators or supervisors to whom the volunteer may report any questions or concerns.

Appropriate training at the building level should be provided for volunteers consistent with their tasks and existing district standards. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined. It is expected that volunteers abide by existing district policies and procedures.

Assignments and activities should be carefully defined in writing. Examples of suggested duties for volunteers may include:

1. Bulletin boards;
2. Preparation of materials for classes;
3. Clerical duties including typing, inventories, putting booklets together, newsletters and related activities;
4. Start-up activities;
5. Library and audio visual duties;
6. Activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to reading progress, and other related activities;
7. School activities supervision; and
8. Playground supervision with a staff member.

Volunteers may not carry out, assist with, or be responsible for the discipline, referral, or counseling of students. If the volunteer believes any of these steps are necessary, he or she shall notify the staff member to whom the volunteer is assigned. Management of the classroom and school environment is the responsibility of the teacher, administrator, or other assigned staff member.

Volunteers may be terminated from service or reassigned at any time for any reason.