

## **Unity School District - Board of Education**

### **Board Policy 535.21**

#### **Adult School Volunteers**

**Last Revised 10/9/2018**

The Unity Board of Education recognizes that valuable services to and for students can be made by community citizens as volunteers. The Board encourages the use of volunteers in the educational setting and programming.

The volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to help students and school staff.

Volunteers working on a regular basis may assist certified and non-certified staff under the supervision of the principals by offering supportive and supplemental service under professional supervision and direction such as:

- Tutoring students under the supervision of the classroom teacher
- Relieving teachers of non-teaching, clerical tasks
- Enabling the teacher to increase individual attention in the classroom
- Provide enrichment experiences for students to supplement the regular educational program
- Provide services to the libraries, lunchroom playground, athletic events, music programs, school plays, pre-kindergarten programs and similar activities
- Other non-academic operations of the school district
- Assist coaches/advisors with activities

Services of volunteers may be submitted to the District Administrator and/or building principals, athletic director for consideration. The principal shall be responsible for the assignment of the volunteer, but may delegate the duty to the Volunteer Coordinator.

Volunteers will be required to make written District application to the District Administrator or building principals or athletic director for coaches. The completed District application form will be retained in the District office and with the Volunteer Program Coordinator.

Volunteers may not provide transportation to students in their personal vehicles for any school-sponsored activities.

Volunteers will be covered under the District's liability insurance policy while performing services authorized by the District Administrator or building principals.

Volunteers shall be expected to abide by all the school rules and regulations when performing their assigned responsibilities. Volunteers will be made aware of procedures, regulations, District policies and assigned tasks by advisors/head coaches and building principals.

Volunteers shall be duly recognized for the contributions made during the school year, at an annual banquet or similar event.

Ref: WI Stat. 118.29(2), 118.295, 120.12(1)(2)