

908 VOLUNTEERS

I. PURPOSE

To promote stronger school-community ties and to tap valuable human resources present outside the school setting, the School District encourages community members to volunteer.

II. GENERAL STATEMENT OF POLICY

- A. The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration that has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).
- B. Volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the district employee to which they have been temporarily assigned.

III. VOLUNTEER CATEGORIES

- A. Single-Event Volunteer—one who voluntarily provides service to the school district, without compensation, for a single event that will be completed in one (1) to three (3) school days.
- B. Short-Term Volunteer—one who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during a school term.
- C. Long-Term Volunteer—one who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding two (2) weeks through the school year. This category includes, but is not limited to, coaching, directing, advising, or serving as a school/office/classroom assistant.

IV. PROCEDURES

- . The school principal and/or activities director shall assume general authority and responsibility over all volunteers serving at that school site. The principal and/or athletic director who use(s) volunteers in any capacity shall be responsible for:
 - 1. Supervising the dissemination and procurement of volunteer applications and clearances.
 - 2. Reviewing volunteer applications and required clearances.

3. Maintaining a file of applications and clearances.
 4. Ensuring volunteer intakes are conducted, as appropriate.
 5. Recruiting and selecting volunteers in accordance with the needs of the school as principal and staff shall determine, including the number of volunteers providing service in any one area.
 6. Developing and assigning duties that would be performed by volunteers in accordance with the identified needs in his/her school.
 7. Ensuring any necessary training of volunteers to perform the specific duties associated with their assignments.
 8. Terminating the services of any volunteer:
 - a. Who violates school district policy, school rules, or guidelines.
 - b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.
 9. Informing the superintendent in a timely manner of the termination of a volunteer.
- B. Criminal history background checks shall be conducted on all long-term volunteers except student volunteers and any volunteer who, in performing their assigned duties or role, will be alone with students (i.e., field trip chaperones).
- C. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.
- D. Any school volunteer program that will require additional financial support from the school district budget will require a formal recommendation from the superintendent or designee and approval by the Board prior to implementation.
- E. Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal or designee, or as appropriate, the teacher to whom s/he has been temporarily assigned.