

Volunteer Assistance

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff should clearly explain the volunteer's responsibility in school.

Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with the District;
- Is excluded from the definition of "employee" under appropriate state and federal statutes;
- Is not employed by the District in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Volunteer Expectations

- A. Volunteers will work with students in areas designated by school staff.
- B. Volunteers will treat all students equally regardless of gender, gender identity, sexual orientation, race, religion or culture and refrain from any comments that can be construed as racist, sexist, homophobic, transphobic or bigoted.
- C. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- D. Disciplinary issues should be referred to the student's teacher.
- E. Abide by school rules.

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

Relationship Between Schools and Volunteers

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direct supervision of an accountable member of the school's staff.

Policy History:

Adopted on: March 26, 2015

Revised on: September 17, 2015