



SCHOOL VOLUNTEERS

The Board encourages the use of volunteers in and out of the classroom and citizens' participation on committees. The District Administrator shall develop and implement a process so that interested and qualified community members are screened and deployed in order to best enhance student learning.

Purpose:

1. Supplement the work of classroom teachers, upon their request, under the supervision and with the approval of school administration.
2. Enable the teacher to increase individualized instruction in the classroom.
3. Provide enrichment experiences to supplement the educational program.
4. Extend teacher effectiveness by relieving them of non-teaching duties.
5. Meet special school needs.
6. Promote better school-community relations by enhancing community understanding.

Selection:

On its website, the district shall keep a current list of volunteer opportunities and an online form for potential volunteers to submit. Building principals are responsible for ensuring the online list is current. Teachers with the approval of the Principal may select volunteers. Volunteers are subject to a criminal background check.

Supervision/Evaluation:

The teacher and/or the principals will conduct supervision of volunteers. Volunteers may be dismissed at the District Administrator's discretion. Reports from the principal on the effectiveness of the volunteer program will be made available as requested by the superintendent/designee.

POLICY 353.1 Continued:

General Duties and Expectations:

1. Assist teachers with tutorial functions.
2. Supervise students when assigned under the direct supervision of a teacher or designated employee.
3. Participate in any orientation activities scheduled by the teacher and/or principal.
4. Provide community education services including, but not limited to, supervision of students, coaching, refereeing, teaching, committee work, and special programs.
5. Abide by all school rules and regulations including those regarding the maintenance and confidentiality of information heard or seen while working at school.
6. Parents planning to bring pre-school children with them when they volunteer need to discuss this issue with the classroom teacher and the principal.
7. Volunteers may not necessarily be assigned to work in their own child's classroom. Assignment will depend upon needs.
8. Perform other duties as assigned.

Recognition

The Board shall make appropriate recognition of volunteer services annually.

Liability

All volunteers will be covered under the district's liability insurance policy while performing services authorized by the district.

Adopted: October 1975 Revised: May 1986 May 1995

August 2000, May 2013