

## VOLUNTEER ASSISTANCE PROCEDURES

### Qualifications and Requirements

A volunteer shall:

1. Be a community member of good standing and possess an aptitude/interest for working with students and teachers.
2. Be dependable and of appropriate character to work with students and teachers.
3. Perform voluntary service without promise, expectation, or receipt of compensation.
4. Offer services freely and without pressure, direct or implied, from any employer.
5. **Not** be employed by the District to perform the same type of services as those for which he/she proposes to volunteer.
6. Complete a Criminal History – Background Check pursuant to District policy #5020, when unsupervised access to students is required.
7. **Not** correct or make decisions regarding students or other District personnel.
8. Complete the Volunteer Information Sheet #2255F1 and sign the Volunteer Confidentiality form #2255F2.

### Selection and Assignment of Volunteers

- a. Assignment of volunteers shall be the responsibility of the building principal.
- b. Volunteers shall only be assigned when a need has been identified and approved by the building principal and/or building PLC.
- c. Volunteer's assignment shall be limited to assisting certified staff members with duties such as routine tutorial, clerical, housekeeping, and material preparation tasks.
  - a. In some instances, volunteers may perform clerical and material preparation tasks away from the school site.
  - b. Additional areas in which a volunteer may be used are as follows:
    - 1) Reading stories to students;
    - 2) Assisting in supervising the loading and unloading of buses;
    - 3) Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;
    - 4) Lecturing on special topics;

- 5) Assisting with technology;
  - 6) Helping set up science experiments;
  - 7) Acting as host/hostess for school functions;
  - 8) Providing exhibits;
  - 9) Arranging and assisting with field trips;
  - 10) Assisting in supervising playgrounds;
  - 11) Contacting groups of parents by telephone;
  - 12) Organizing parents for special projects;
  - 13) Mentoring; and
  - 14) Participating in business and community partnerships.
  - 15) Chaperoning school sponsored activities
- c. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

### **Relationship between Schools and Volunteers**

1. When arriving at school during regular school hours, volunteers shall sign in at the office and be issued an identification badge.
2. Staff members are expected to be courteous to volunteers and show respect for their contributions.
3. Volunteers are expected to extend courtesy and respect to school staff.
4. Any concerns that may arise shall be referred to the building principal.
5. All volunteers working in schools will be under the direct supervision of a member of the school's staff.
6. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards
7. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor, or principal.
8. Volunteers will be assigned to supplement and enrich programs and services but will not substitute for employee activities and functions.
9. Periodic assessments should be made to ensure volunteers are working productively with students.
10. If a volunteer is injured while on school premises or providing volunteer services, he/she shall report such to the building principal as soon as reasonably possible.

### **Orientation**

1. Volunteers should be thoroughly oriented to the duties they will perform and the overall operation of the school, including expectations and procedures for creating a positive school climate.
2. All volunteers should be further oriented on the following:
  - a. Safety and security issues
  - b. Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or counselor of the school.
  - c. Dress Code
  - d. Sexual Harassment
  - e. Blood borne pathogens

### **Denial of Access**

1. Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school.
2. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

### **Termination**

A volunteer may be asked to terminate his/her services when, in the judgment of the building principal, circumstances necessitate such action. Reasons for termination may include but are not limited to the following:

1. Breach of confidentiality concerning student or other privileged information.
2. Unlawful conduct or breach of the District rules and regulations.
3. Physical or emotional stress which incapacitates the volunteer.
4. Inability to cooperate and work effectively with site staff and students.
5. Activities that threaten the order or security of the site or the safety of the volunteer.
6. Erratic or unreliable attendance or behavior.
7. Unsatisfactory service.
8. Sexual misconduct.
9. Establishing inappropriate relationships with youth served.
10. Criminal charges or conviction of a crime.