

## SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction.

Services of volunteers may be accepted, the Superintendent, principals, or persons designated by them to handle this responsibility.

Volunteers may come from all backgrounds and age groups, and may include any persons willing to give their time for the purpose of helping children through planned auxiliary services. Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. School personnel who are responsible for tasks or projects that will make use of volunteers will identify appropriate tasks and time schedules for such activities, as well as make provisions for adequate supervision, in-service programs and evaluations. Volunteers shall not be used to provide transportation for school-sponsored activities. No volunteer shall be permitted to have unsupervised direct contact with students.

Persons wishing to volunteer must contact the Superintendent or Principal and must complete a volunteer application. The application shall require the volunteer applicant to disclose any criminal convictions, and to identify two non-family member personal references. The Superintendent or Principal shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character.

The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds after notifying the Superintendent of the situation.

The Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Adoption date: October 20, 2005

1<sup>st</sup> Revision date: April 10, 2017