

353.1 -- SCHOOL VOLUNTEERS

The school board recognizes that volunteers can make useful contributions in the schools of the district. The Board endorses and supports the concept of a volunteer program, subject to the rules and limitations imposed. School district volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities. **Teachers are responsible for supervision of assigned students within the school buildings or any school sponsored activities. Students shall not be left unattended to a school volunteer, student teacher, or any other non-district employee.**

Each volunteer will be asked to sign the volunteer agreement and this record will remain on file for the duration that the volunteer serves the district. The district shall conduct background checks on all volunteers. Criminal conviction(s), forfeitures or pending charge(s) will make the volunteer ineligible for district volunteer service. Volunteers are subject to initial background checks that are valid for/to not exceed three (3) years. After the background check has expired, they need to reapply again. A log of all volunteers and dates will be kept in the office.

Volunteering is a privilege not a right. The Building Principal will determine whether an interested community member will serve as a volunteer. Volunteer assignments may be discontinued at the Principal, Superintendent or Board's discretion. The Building Principal will assign general responsibilities and tasks to be performed by volunteers in the respective schools. Specific job-related responsibilities will be defined and explained by the classroom teacher, adviser or head coach.

Volunteers shall be under the direction of the Principal and/or his/her designee and should perform only those tasks as assigned. When volunteers **and/or student teachers** work directly with children, their activities will be under the supervision of the classroom teacher and/or designated employee. Volunteers who use computers will comply with Policy 522.7 (Staff Use of Internet/Electronic Media) and sign a staff member user agreement.

Volunteers will be restricted from access to information in student and employee files. The access to records by a volunteer shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a District employee acting as the volunteer's supervisor; this includes health issues, academic performance and behavior, school problems, and student or staff records in any form. Anyone who violates this rule, shall be immediately dismissed and no longer allowed to serve as a volunteer.

Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. The volunteer shall refrain from discussing school practices, individual students or staff, or stating personal opinions

regarding students, adults and situations observed while volunteering unless there is a legitimate need or safety concern. Volunteers will discuss their concerns with administration.

Volunteers working on a regular basis may assist certified and noncertified staff under the supervision of the Principal by offering supportive and supplemental service under professional supervision and direction such as:

- Tutoring students under the supervision of the classroom teacher
- relieving teachers of non-teaching, clerical tasks
- enabling the teachers to increase individual attention in the classroom providing enrichment experiences for students to supplement the regular educational program
- providing services to libraries, lunch rooms, playgrounds, athletic events, music programs, school plays, field trips, pre-kindergarten programs and similar activities
- assisting coaches/advisers with activities

Volunteers approved by the District will be covered under the District's liability insurance policy while performing the duties as assigned for the position. Volunteers shall not provide transportation to students in their personal vehicles for any school-sponsored activities without the approval of the Principal. The District does not provide liability insurance for volunteers who transport students in their own vehicles.

Individuals who volunteer to perform services for the school district are not "employees" for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

At periodic intervals, the Principal and teachers will meet to evaluate the effectiveness of the Volunteer Program.

Adopted: April 20, 2011

Revised: March 25, 2015