

**Policy: IJOC**

**SCHOOL VOLUNTEERS**

The Board recognizes that volunteers can make many valuable contributions to our schools. The Board encourages parents and community residents to become school volunteers subject to suitable regulations and safeguards. Annually, Building Principals shall submit a list of all volunteers in the District to the Superintendent. The Board and District administration shall make appropriate recognition of volunteer services.

Volunteers must complete an application, including personal references. References will be checked before the volunteer is assigned to a school.

Each school will conduct a volunteer orientation suitable to the tasks the volunteer will be carrying out.

Each school will be responsible for ensuring that volunteers are provided appropriate training concerning confidentiality. Any breach of confidentiality will be cause to remove a volunteer from service.

The staff member to whom the volunteer is assigned will be responsible for immediate supervision of the volunteer. The Building Principal or his or her designee will be responsible for the volunteer program within the school and for monitoring the performance of volunteers in the school. The Building Principal may reassign a volunteer or, if deemed appropriate, remove a volunteer from service.

Adopted: August 23, 2004