VOLUNTEER PROGRAM

Volunteers are not to be used for overall instruction or supervision in classes, studyhalls or other such groups. They may be used to work with individuals or small groups under the direct supervision of the teacher. They will be assigned any duty that will help the teacher have more time for planning lessons and conducting instructional activities. Evaluating student performance shall be done by a certified employee of the District.

Volunteers must respect the importance of confidentiality within the classroom and school. The volunteer shall not comment on individual students, faculty members or the school in an inappropriate manner.

As a responsible adult, a volunteer may occasionally correct the behavior of a student; however, the primary and final responsibility for student discipline rests with the teacher or other school personnel.

The school is responsible for the health and safety of its students. Therefore, volunteer applicants may be asked to submit references.

It must be recognized that occasionally certain individuals may find they have too many personal conflicts to continue working together. If a working relationship is filled with tension, it may be impossible to create a positive learning atmosphere. In such a situation, the volunteer may be reassigned or relieved of the duty depending on which is in the best interest of the students and the school.

The District will help with the recruitment of persons who are interested in performing volunteer services for the school. However, the day to day scheduling of a volunteer will be the responsibility of the volunteer's immediate supervisor - usually the teacher.

The school district recognizes and respects the right of a teacher not to use volunteers. It is not our purpose to force a volunteer on one who is not at ease sharing the duties involved in teaching.

Volunteers must be supportive of the teacher, the educational program, and the policies of the school. Proper channels should be used when one feels it necessary to voice frustrations or complaints about individuals or the system.

It is the responsibility of the immediate supervisor to communicate clearly with the volunteer so the person knows exactly how to perform the assigned task and what is expected to be completed.

Evaluation is a necessary component of any worthwhile effort. Teachers or other supervisors should make suggestions for improvement of the work as well as commenting when a job is well done.

Volunteers shall sign a statement in which they agree to keep confidential any and all information pertaining to students in the classroom.

Except in unusual circumstances, volunteers will not be assigned to their child's room. Due to the possible number of disruptions and school liability, volunteers cannot bring pre-school children to the school while working.

It shall be the responsibility of the immediate supervisor or principal to offer adequate orientation about the school and classroom procedures.

The Board of Education and staff may develop additional guidelines for the volunteer program as they become necessary.

ADOPTED: October 14, 1985