

## **Instruction**

### **Community Volunteers and Donations**

In addition to individual parents who volunteer their services to the District, the District may accept donations of service and materials from responsible groups or organizations with ties to the District 152 Community or with ties to national or regional networks designed to aid the education of children. Such groups or organizations may include, but are not limited to, the following: school parent organizations or booster clubs; fraternal societies; veterans groups; churches, synagogues, temples, or other religious organizations; commercial corporations; political groups; and civic organizations. Organizations which volunteer services or offer donations of material subject to the conditions set forth in this policy should not be turned down based on the political or religious message of their organizations except where that message is inconsistent with or disruptive to the secular and nonpartisan educational mission of the schools and under circumstances where acceptance would reasonably be viewed as endorsement of the political, religious, or commercial views of the organization.

The Administration is authorized to accept volunteered services for such services as the Superintendent shall determine, including but not limited to, the following:

- student tutoring
- classroom aides (grading test, collating, bulletin boards. etc.)
- hall monitors
- lunchroom monitors
- social center assistants
- field trip assistants
- playground monitors
- assembly program assistance
- parent patrol before and after school
- office related work (computer related work, copying, collating, attendance, etc.)
- test proctors
- special project assistants (spelling bee, science and history fair, oratory, contest, young authors, etc.)
- use of private facilities (special programs, graduations, luncheons, suspension centers)
- mentoring
- homework assistance centers
- school suspension centers
- incentive programs for attendance, achievement and/or parental involvement
- attendance counselors
- in school suspension monitors

However, such volunteer services shall not be employed under any of the following circumstances:

1. the service requires legal qualifications or certification not possessed by the volunteer;
2. the services are those which have previously been performed by members of a collective bargaining unit and provision of the volunteer services without collective bargaining would be violative of law or contractual
3. the individual volunteer or sponsoring organization has to: promise to comply with District volunteer guidelines, has given indication that the guidelines will not be complied with, or has made a practice in the past of not complying with those guidelines;

4. the Superintendent determines that such services would better be provided by parent or employee volunteer by paid employees or contractors.

The Administration shall devise and implement guidelines of conduct for volunteer and volunteer organizations. Those guidelines shall include, at a minimum, directives that volunteers, while engaged in volunteer services, refrain from the following activities:

- soliciting funds for any non-school purpose;
- proselytizing, teaching, or disparaging any religious, partisan political beliefs or belief systems;
- recruiting membership in any non-school organization
- conducting or leading any prayers or religious services;
- distributing any non-school related literature or other items;
- advertising or promoting any profit-making or commercial sales or activity other than those designed to raise revenues for school purposes;
- harassing any student, fellow volunteer or employee for any reason;
- discriminating against any student, fellow volunteer or employee based on sex, religion, physical disability, political belief, or any other reason which is prohibited by law;
- using profanity, vulgarities or insulting language;
- disrupting the educational environment of the schools or intentionally or knowingly causing unnecessary risk of liability or embarrassment to the District.

Community group donations of money or materials shall not be accepted without compliance with Board Policy.

#### GIFTS OR DONATIONS TO THE DISTRICT

Gifts or donations may be received by the District.

Individuals, organizations, companies, or firms desiring to contribute supplies, equipment or other property will consult with school officials regarding the acceptability of such contributions in advance.

All proposed gifts or donations to the District shall be presented by the Superintendent for Board consideration and approval. Gifts or donations may be accepted subject to agreed limits upon their use.

Gifts or donations not approved by the Board shall remain the property of the attempted donor. Items contributed to the school become the property of the District and are subject to the same controls and regulations that govern the use of other District owned property.

LEGAL REF: 1051LCS 5/16-1

ADOPTED: February 21, 2000

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