

Community Relations

SUBJECT: SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist Principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the District Office for evaluation. The Building Principal, Director or Supervisor who will be responsible for supervision of the volunteer(s), along with the concurrence of the cooperating teacher as may be applicable, will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers which will be kept on file in the District Office. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

A pre-service orientation program and regular in-service training is the responsibility of the assigner.

Administrative regulations will be developed to implement the terms of this policy.

Special Guidelines

- a) Use of volunteers within the District is not to conflict with or replace any regularly authorized personnel allotment.
- b) Volunteers will work with students under the immediate supervision and direction of a certificated person.
- c) Volunteers are expected to comply with all the rules and regulations set forth by the District.
- d) Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff.

(Continued)

SUBJECT: SCHOOL VOLUNTEERS (Cont'd.)

Volunteer Protection Act of 1997, 42 United States Code (USC) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

Adopted: 7/12/11