

Baker School District 5J

Code: **IICC-AR**
Revised/Reviewed: 4/17/01
Orig. Code(s): IICC-AR

Volunteers

The district's volunteer program will be governed as follows:

Recruitment

1. Volunteers may be recruited for any purpose that is in accord with district policies and rules and is approved by the principal.
2. Recruitment procedures may be established at the school level.
3. Volunteers will not receive remuneration.

Training for Volunteers and Staff

1. Short-term activities - These volunteers will receive information and training as needed regarding professional conduct and school rules.
2. Long-term activities - Activities that occur on a regular basis. The principal will be responsible for informing and/or training the volunteer in the following areas:
 - a. Appropriate district general policies and rules;
 - b. Emergency and safety procedures;
 - c. Confidentiality rules;
 - d. School routines;
 - e. Instructional role - content, procedures and philosophy.
3. The principal will be responsible for training all staff members in the productive utilization of volunteers.
4. The district office may provide assistance in all training areas as requested by school administrators which are within district budgetary allocations. Special requests should be routed through the director of curriculum.

Public Relations

The media may be used to solicit volunteers for formal and informal programs.

The parent-teacher organizations and other groups may be requested to give assistance and will be furnished appropriate information.

Evaluation

The volunteer program, both formal and informal, may be evaluated annually by the director of curriculum.

Criminal History Verification

Any person authorized by the district for volunteer service into a position having direct contact with students will be required to undergo an Oregon criminal history check.