

Volunteers

The purpose of the district volunteer program is to enhance educational opportunities for students by enriching the experiences beyond those the district can provide. Volunteers can provide more effective utilization of staff time and skills, give time for more individual attention to students and promote greater school-community involvement.

Like building employees, volunteers are responsible to the principal. Principals are encouraged to use volunteer services whenever needed and possible.

A volunteer building coordinator will serve in each building by request of the principal. He/She will recruit and counsel volunteers, assist in training volunteers and serve as liaison for the principal, staff and volunteers.

Specific rules and guidelines of the volunteer program are:

1. Volunteers must be advised that they will be subject to screening and background checks commensurate to the responsibilities they assume in working in the district;
2. Volunteers are asked to maintain the professional attitude of respecting the confidentiality of all information and activities related to students and other personnel in the district;
3. Volunteers are asked to abide by the same district policy pertaining to appropriate behavior at school as district employees including, but not limited to use of tobacco, profanity, discipline and the promotion of personal religious doctrine;
4. Volunteers are covered by the district's general liability insurance;
5. Orientation and training programs will be offered to volunteers. Teachers will also be offered training on how to work with volunteers;
6. Because dependability is so important to the success of the volunteer program, volunteers are asked to call the school as early as possible if unable to fulfill their volunteer obligation;
7. The number of hours volunteers work at each school needs to be reported quarterly to the district volunteer coordinator so that volunteer efforts can be recognized;
8. If volunteers wish an explanation for something they do not understand, they should ask the teacher, principal or volunteer coordinator;

9. During training and orientation, volunteers will be informed of the following rules:
 - a. Teachers are always responsible for students assigned to them;
 - b. Teachers are responsible for general planning, individual student diagnosis and prescription decisions;
 - c. Because of their relationship to both students and curriculum, teachers and principals must remain the final judges of whether a particular volunteer may work at the school and must be free at any time to discontinue the volunteer's service at the school. Volunteers, of course, may ask for reassignment.
10. Volunteers are not to administer student discipline in the schools;
11. Volunteers should be asked to commit themselves to work in a school for a period of time in proportion with the activity or duty they will be serving.