

Procedures for Volunteers

The purpose of the volunteer program is to enhance educational opportunities for students by enriching the experiences beyond those the schools 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 and staff are encouraged to use volunteer services whenever needed and possible.

A volunteer building coordinator may 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. All volunteers may be subject to screening and background checks. Volunteers who have direct, unsupervised contact with students will be required to undergo an Oregon criminal records check;
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 school;
3. Volunteers are asked to abide by the same district policies pertaining to appropriate behavior at school as school employees, including, but not limited to, smoking, profanity, discipline and the promotion of personal religious doctrine;
4. Volunteers are covered by the school 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. If volunteers wish an explanation for something they do not understand, they should ask the teacher or principal;
8. 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;
- d. Volunteers may ask for reassignment;
- e. Volunteers are not to administer major student discipline in the schools, but may assist with student management.