

# Pine Eagle School District 61

Code: **IICC-AR**  
Adopted: 5/12/08  
Readopted: 12/08/14  
Orig. Code(s): IICC-AR

## **Volunteers**

The district supports the utilization of community volunteers in both instructional and noninstructional roles.

### **Goals**

1. To provide volunteer help to the classroom teacher, coaches and others to meet the needs of individual students effectively and to enrich the curriculum or program.
2. To assist specialists in providing student programs.
3. To increase student motivation and learning.
4. To enlist and strengthen the cooperation of parents in the education of their students.
5. To develop an environment that encourages friendly two-way communication between home and school.

### **Recruitment**

1. Volunteers may be recruited for any purpose that is in accord with district policies and administrative rules and is approved by the superintendent/principal.
2. Recruitment procedures are established at the district level and may include the following:
  - a. Advertising in the local newspaper, school news letter, weekly bulletin, reader board or on the district website;
  - b. Personal contact and solicitation;
  - c. Mailings or flyers.
3. Volunteers will not receive remuneration.

### **Training for Volunteers and Staff**

1. Short-term activities: Volunteers will receive information and training as needed regarding professional conduct and school rules and policies.

2. Long-term activities, (activities that occur on a regular basis). The principal is responsible for informing and/or training the volunteer in the following areas:
  - a. Appropriate district general policies and regulations;
  - 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. The volunteer coordinator will participate in the training and offer technical assistance.
4. The administration office will provide assistance in all training areas as requested by school administrators.

### **Public Relations**

1. The media will be used to solicit volunteers for formal and informal programs.
2. The site council and/or parent teacher organizations/associations will be requested to give assistance and will be furnished all needed information.
3. Other community groups, such as senior citizen groups and other appropriate agencies and groups will be given information. Specific situations in which volunteers can be used will be furnished to these groups in an attempt to solicit help.

### **Evaluation**

The volunteer program, both formal and informal, will be evaluated annually. The amount of participation in the program, as well as the quality of services rendered through the volunteer program, will be evaluated. An annual report will be prepared by the administration office.