

## SCHOOL VOLUNTEERS

The Board values the unique contributions made by parent and community volunteers to the educational programs of the school district. Accordingly, the Board encourages the use of parent and community volunteers, subject to certain requirements and procedures as set forth below:

1. **Definition and Qualifications** – A volunteer is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least 18 years of age. A volunteer need not be a parent of a student enrolled in the school district.
2. **Volunteer Status** – Under no circumstances shall a volunteer be considered an employee or independent contractor of the school district. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his or her services; provided, however that, without altering a person's status as a volunteer, the superintendent, in his or her sole discretion, may reimburse costs incurred by volunteers. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district.
3. **Scope of Activity** – The role of volunteers is to assist—but not replace or assume—the professional or paraprofessional responsibilities or authority of the school district staff. The principal shall assign volunteers to particular classrooms or duties at his/her discretion. Such assignments may be revised or revoked at any time by the superintendent or principal. Volunteers shall not provide regular instruction or educational training to students enrolled in the school district. The following list is provided to assist in understanding the scope of permissible volunteer activities:
  - a. Volunteers are permitted to:
    - i. Chaperon and monitor students at various school events (i.e., during a pep rally or field trip);
    - ii. Type or perform other data entry tasks assigned by teachers or teachers' aides;
    - iii. Make photocopies of or otherwise reproduce documents;
    - iv. Stock and organize classroom supplies (i.e., paper, pencils, crayons, etc.);
    - v. Prepare classroom for activities specified by teachers or teachers' aides and clean up classroom after such activities;
    - vi. Prepare bulletin boards or decorate classroom at direction of teachers or teachers' aides.
  - b. Volunteers may undertake activities that are in addition to or different from those listed above, so long as such activities are in support and at the direction of the professional and paraprofessional staff, and provided that such activities do not conflict with the requirements of this policy or the additional procedures established by the school district.
  - c. Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the school district.
  - d. Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the school district; provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy.
4. **Safety Requirements**
  - a. Prior to providing volunteer services, a volunteer (except for the parent or guardian of a student who is accompanying his/her child's class on a field trip or on another type of occasional extra-curricular activity or volunteering in a related capacity) shall be required to complete, submit for approval, pay for and file in the office of the superintendent a criminal background investigation using the person's name, date of birth, gender, race and Social Security number if available. If a background check conducted from these criteria fails to return the requested information, a background check using fingerprints will be done. After the initial criminal background investigation, volunteers shall

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- report any subsequent criminal convictions to the district. If an individual refuses to submit to the background investigation, the individual shall not be eligible to be a volunteer for the school district.
- b. Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.
  - c. Except as specifically authorized by the Administration on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.
  - d. An application will be made available to long-term volunteers through the superintendent's office.
5. **Confidentiality**
- a. No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the school district. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the building principal and/or review the school district's policy manual as it relates to such matters.
  - b. Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the school district.
6. **Delegation of Duties** – Upon superintendent approval, each school within the school district may adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:
- a. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.
  - b. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school.
  - c. No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy.
7. **Acknowledgment** – All such procedures adopted by the schools within the school district shall be subject to the approval of the superintendent. Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.