

SCHOOL VOLUNTEERS

Code **IJOC-R** Issued **4/05**

Definition

Volunteers are persons who work at school sites or at school-sponsored activities without compensation or employee benefits of any kind. They support district instructional programs and activities by assisting employees in providing individualization and enrichment of instruction and by strengthening school/community relations.

The board expects the administration to appropriately screen volunteers to assure the safety of the students. Approval of volunteers will be done by the principal.

Volunteers will be under the immediate supervision and direction of a certified person when assisting in an instructional setting. They will be under the supervision of appropriate approved personnel when assisting in a non-instructional setting.

Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel position.

Volunteers are expected to comply with all rules and regulations set forth by the district.

Procedures

- All volunteers must submit a volunteer application which includes the requirement of a background check by the district.
- Schools will thoroughly orient volunteers to the duties they are to perform. District consultants and supervisors may help with this whenever applicable.
- The school will give all volunteers some acquaintance with the overall operation of the school, including what the school expects of all persons who work with it.
- All volunteers are under the direct supervision of and accountable to the principal or his/her designee.
- No one will give volunteers the authority to have access to student records. Volunteers may only see those records that pertain to their own children in compliance with policy JRA and administrative rule JRA-R.
- The school principal will make periodic assessments to ensure that the volunteers are working productively with students.
- Volunteers are helpers only. The direction of students, particularly in strictly teaching areas, is the responsibility of the teacher and cannot be turned over to a volunteer.
- Health room volunteers are to work under the supervision of the school principal or his/her designee. Volunteers will follow district policy concerning first aid and emergency care.
- Principals should commend, thank and publicly recognize volunteers whenever justified and possible.

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Areas of use

Volunteers may be used in many capacities, including the following.

- reading stories to students
- providing exhibits
- assisting with field trips
- helping in learning centers, libraries, cafeterias, offices, etc.
- tutoring
- checking objective tests and workbooks
- lecturing on special topics
- operating audiovisual equipment
- making graphs, charts, maps, flash cards, transparencies, etc. for classroom use
- inventorying book rooms; issuing books and other materials
- working in health room
- organizing parents for special projects
- acting as hostess or assistant hostess for school functions
- helping students with their work in the classroom
- helping with classroom housekeeping activities

NOTE: Volunteers who help in the coaching of interscholastic sports and receive compensation meet the high school league's stipulation of being employed by the board and are subject to all board policies.

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