

USE OF VOLUNTEER SERVICES

THE SUPERINTENDEDNT OR SUPERINTENDENT /PRINCIPAL SHALL INSURE THE FOLLOWING:

1. Verify and keep records of required Tuberculosis documents on volunteers.
2. Maintain “sign-in” log binder with a pre-prepared “alpha roster” of volunteers by name.
3. Communicate school and district policies to volunteers.
4. Ensure that volunteers have the required supervision as specified in board policy.
5. Perform routine background checks on any volunteer not related to a student or known to staff members.

LIMITIATION ON THE USE OF VOLUNTEER SERVICES

1. The volunteer must be supervised.
2. The volunteer is not a substitute and is not to preform professional services.
3. The volunteer must be given specific instructions and materials necessary for the assignment.
4. Volunteers are authorized to transport pupils in private cars (for authorized field trips)
5. Volunteers must not conduct activities which, by their nature, have some hazard to health and safety of pupils.
6. Care should be taken to ensure that assigning a parent volunteer to his/her child’s class will not create a problem.

EXAMPLES OF VOLUNTEER SERVICES WHICH MAY BE UTILIZED BY THE SCHOOL

1. General help to assist the classroom teacher of non-professional duties
2. Special help for all individual child or small group of children as a supplement to the teacher’s activities
3. Provision of enriching the school curriculum, in areas requiring special skill, talent or experience,
4. Clerical help, duplicating or printing.
5. Traffic safety programs
6. Poster and art displays.
7. Planning and supervision of class parties.
8. Assisting with authorized filed trips
9. Other appropriate services which may be identified by the administrator or teacher.

Adopted: October 18, 1979
Amended: December 9, 1997
Revised January 18, 2000