

## **COLCORD PUBLIC SCHOOLS VOLUNTEERS**

The Board recognizes that school volunteers provide a valuable service to the District and authorizes the Superintendent or designee to develop and deploy an effective volunteer program that includes the recruitment and selection of school volunteers. In order to protect the students and their families and to achieve a program of high quality, Colcord Public Schools has adopted the following regulations and standards for those who participate in the Volunteer Program. Principals receive completed application, confidentiality form, volunteer contract, and determine the need for background check at volunteer expense.

### **District Regulations**

1. Upon arrival at the school volunteers must check-in at the main office, sign-in, and pick up a badge authorizing them to be in the building.
2. When at the site, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of the students and are authorized to take care of discipline issues which arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates or parties.
5. The district values every volunteer. As such, any time heavy lifting or strenuous physical tasks are necessary the volunteer must seek assistance from the site staff.

### **Standards & Guideline**

1. Colcord Public Schools expects learning and working environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Colcord community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on campus volunteers work under the direction and supervision of school staff member.
3. The teacher is responsible for the content and the learning techniques in the classroom, and it is important that while the volunteer is working with them, they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for preparation of student learning, volunteers need to be dependable and on time.
5. When it becomes necessary that a volunteer discontinue their assignment, they should notify the school site.
6. Because Colcord Public Schools value the commitment and time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service on the form designated at the school site. This is so the hours in totality can be reported to the district administration.

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7. A safe and productive learning environment is paramount at all sites. As such, any matters of concern should be brought to the site administrator.