

## 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.



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.