

( ) Required

(x) Local

(x) Notice

***SCHOOL VOLUNTEERS***

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to other helpful tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons wishing to volunteer must contact the Building Principal or other individual designated by the Building Principal and must complete a Volunteer Application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify at least two non-family member personal references. The Building Principal or designee shall be responsible for ensuring that at least two references are contacted before the volunteer begins providing services to verify that the individual is suitable for the volunteer assignment.

The school shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who is aware of a volunteer violating any district policies, regulations or school rules must report their concerns to the Building Principal, who has the authority to take appropriate action including ending the volunteer relationship.

School volunteers may not access student personally identifiable information, except if permitted under policy 5500, Student Records.

Each Building Principal or other individual designated by the Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Volunteers are expected to sign in through the school’s security system each time they are on school premises and wear the printed badge at all times while on site.

Even though, there is no legal requirement for volunteers to be Board-approved, under the Education Law, The Board has a responsibility to provide a defense to an authorized participant in a school volunteer program, so long as the volunteer is acting within the scope of volunteer duties. Therefore, it makes sense if the Board would potentially have to defend the volunteer, that it also approves the volunteer.

Additionally, the building principal or designee will provide school volunteers with a copy of policy 5460 and will educate them on their responsibilities as mandated reporters.

Cross-ref: 5500, Student Records

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC §1232g; 34 CFR §99.31(a)(1)(i)(B)

Adoption date: July 9, 2007

Revised date: September 11, 2017

Revised date: August 6, 2019

Revised & adopted: January 10, 2023