

DATE: April 8, 1998

SCHOOL VOLUNTEERS

RESPONSIBILITY: The Superintendent shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

PROCEDURES:

1. Orientation and training of volunteers will be provided by the building principals prior to their beginning service.

2. Assignments

The tasks to which volunteers may be assigned include, but need not be limited to the following:

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Typing class materials, tests, and the like;
4. Setting up audio-visual and other instructional equipment, if qualified to do so;
5. Helping children remove and don outerwear and boots;
6. Supervising the playground;
7. Correcting workbooks, as qualified to do so and as appropriate to the sensitivity of the materials;
8. Reading aloud and telling stories;
9. Assisting with the school library program;
10. Assisting pupils locate material in reference works;
11. Assisting with the school lunch program;

The official copy of each policy and procedure is held at the Board Offices. You are welcome to read and print a copy, from this site, for your own reference. However, such copies are not official and are not for distribution.

12. Serving as chaperones on field trips; and
13. Serving as resource persons in a special subject area.

A. Rules of conduct for volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member.
2. A volunteer should perform no duties other than those expressly assigned him or her.
3. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
4. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
5. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.