

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: SCHOOL VOLUNTEERS**

A school volunteer is defined as a non-paid person who assists District staff, including but not limited to instructional personnel, in curricular, co-curricular, or extracurricular programs. A volunteer is a person who offers to provide assistance or service of his/her own free will without legal obligations.

General Guidelines

- 1) Use of volunteers shall not conflict with or replace any duly appointed and/or authorized District personnel or the duties/job responsibilities of such personnel. Any information gained through volunteering must be held in strict confidence with the Principal/designee assuring that the volunteer has no access to confidential student or personnel data unless as designated by a school official in accordance with the Family Educational Rights and Privacy Act (FERPA).
- 2) Volunteers may assist on an occasional or regularly scheduled basis, yet, may not teach or provide the initial instruction for accomplishing educational objectives; but may reinforce skills taught by the professional staff.
- 3) Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
- 4) Volunteers may not be assigned the responsibility for disciplining students but may assist the teacher in maintaining proper behavior of students and report behavioral problems to the teacher.
- 5) Volunteers may not supervise a class in the absence of the teacher.
- 6) Volunteers are not to contact parents regarding the performance of students or write comments on any papers/school work sent home.

Implementation of the Volunteer Program

- 1) General administration of the volunteer program in the District shall be the responsibility of the Superintendent or his/her designee with Principals assuming general authority over volunteers.
- 2) The need for volunteers will be determined by the Principal and other personnel.
- 3) An application shall be filled out by each prospective volunteer and forwarded to the District Office for evaluation. All regularly scheduled volunteers will, at a minimum, complete an application, provide authorization for a reference and background check, and shall be screened and interviewed by the Building Principal or his/her designee. Occasional volunteers will be screened by the Building Principal in a manner of his/her choosing.

(Continued)

Community Relations

SUBJECT: SCHOOL VOLUNTEERS (Cont'd.)

- 4) The Building Principal will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.
- 5) Principals shall assume final responsibility for the assignment of volunteers from the approved list. Assignment of a volunteer must be acceptable to the supervisory staff member.
- 6) Orientation and inservice training will be provided by appropriate staff.
- 7) Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.
- 8) An accurate list of volunteers shall be kept by each Principal or supervisor and forwarded to the Superintendent. Also, a copy of each building's volunteer registry file will be forwarded to the Personnel Office.
- 9) The District does not carry health/accident insurance or Workers' Compensation on volunteers. They are covered for their actions or omissions within the scope of their approved authority under the liability section of the District's umbrella policy. However, this is not the case for visitors to the school who do not act in a volunteer capacity.
- 10) Volunteers must sign in and out in the school office.
- 11) Each school will keep a volunteer registry which will include, but not be limited to, the following information: name, address, telephone number, emergency contact.
- 12) Volunteers must wear appropriate identification to ensure immediate recognition as persons whose specific purpose is helping students and staff. Appropriate identification will be determined by the Superintendent or Building Principal/Supervisor, or designee.