

<b>Category:</b> <b>4000 - Public Relations</b>	<b>Policy Number:</b> <b>4580</b>
<b>Policy Title:</b> <b>Volunteers</b>	<b>Effective Date:</b> <b>November 17, 2010</b>
<p>In order to sustain a variety of activities in the schools, both curricular and extra-curricular, the district will encourage the participation of volunteers in performing tasks under the direction and supervision of an administrator or their designee, while helping to ensure the safety and security of students, staff and the volunteer. Volunteers play an important role in education as they help to individualize instruction, promote positive school/community interaction, support school activities and events, provide multi-generational and multi-cultural experiences, and enrich curriculum for all learners.</p> <p><i>Definition of Volunteers:</i>  A school volunteer is defined as a non-paid person who works on an occasional or regular basis at school sites or other educational facilities. Volunteers may include parents, senior citizens, students and other members of the community, i.e. Foster Grandparent, coaches, mentors, classroom assistants, chaperones. Persons who wish to donate their time for a contracted position may do so by making arrangements with the district's business office.</p> <p><i>Volunteer Selection:</i>  The need for volunteer services will be determined by the building or program administrator in cooperation with their faculty. The final decision concerning selection, placement and replacement of a volunteer program and/or the volunteer is made by the principal. It is the principal's responsibility to be reasonably sure that the volunteer is a person of high moral character with the ability to make substantial contributions to the school. A background and/or reference check may be performed. The district reserves the right to decline or discontinue the services of any volunteer whenever, in the judgment of the principal, it is in the best interest of the school to do so.</p> <p><i>Volunteer Agreement and Code of Confidentiality Agreement</i>  Because volunteers are role models for the students, it is important that they understand what their responsibilities and limitations are so that students, staff and volunteers will have a positive experience; therefore, they shall be asked to review this policy its guidelines. Volunteers may also see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records and student/staff information confidential, the Snake River School District requires all volunteers to sign a Volunteer Guidelines and Code of Confidentiality Agreement.</p> <p><b>Reference: Procedure 4580p, "Volunteers"</b>  <b>Form 4580F, "Volunteer Guidelines and Confidentiality Agreement w/Volunteer Roster"</b>  <b>Procedure 7510p, Fingerprint/Background Check"</b>  <b>Policy 4030, "Facility Improvements Involving Volunteers"</b>  <b>Policy 4470, "Visitors to the Schools"</b>  <b>Policy 4530, "PTA Organization"</b></p> <p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

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**Volunteer Training**

Volunteers who work with students will be under the immediate supervision of a professional school employee to the extent that this is possible.

Principals will provide appropriate orientation to their staff members who have supervisory responsibilities for volunteers to ensure the effective management of all volunteers.

All volunteers will be given appropriate training commensurate with the responsibility undertaken and will be provided with school policies relevant to their assignments. The volunteer should know what is expected of him/her.

The teacher/supervisor and administrator should help familiarize the volunteer with the facility and staff, the use of office equipment, safety precautions and accident reporting procedures, and with security and emergency procedures.

The building administrator should periodically monitor volunteer activities at their work site.

**Responsibilities of a Volunteer:**

Volunteers are expected to conduct themselves in a mature and responsible manner and to comply with all the rules and guidelines set forth in the Volunteer Guideline and Confidentiality Agreement. (See Form 4580f (Signature Required))

**Liability Insurance:**

For any school-sponsored activity that is undertaken by a volunteer, the district's liability insurance regarding negligence will apply. Volunteers should be aware that the district's insurance does not include a loss of income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment.

**Facility Improvements Involving Volunteers (See Policy 4030)**

The district has a desire to have completed, meaningful, long-life projects that will enhance its facilities. All projects must be cleared through the district's building and grounds maintenance supervisor prior to being presented for approval by the building administrator. Any costs associated with the project must receive prior approval by the building principal and superintendent. The superintendent may seek board approval for any large facility improvement project. Projects are not finished until all work is completed to the district's satisfaction and the area is cleaned.

Category: 4000 - Public Relations	Procedure or Form Number: 4580f
Policy Title: <b>Volunteer Guidelines and Confidentiality Agreement</b>	Effective Date: Revised November 17, 2010

I have read the policy and this procedure regarding volunteer work and understand that my responsibilities and limitations as a volunteer are:

- Volunteers are expected to conduct themselves in a mature and responsible manner and to comply with all the rules and regulations set forth by district policy.
- Volunteers who have regular, unsupervised contact with students (i.e. coaching with after school or travel activities) will be required to be fingerprinted *before working with students*. Volunteers who have well-supervised, in-classroom contact with students will be required to sign a register at the school office or at the district office first.
- Volunteers should sign in and out when reporting to or leaving the school and should notify the school or teacher if they will be absent.
- Volunteers will work under immediate supervision and direction and shall carry out only those duties assigned which have been approved by the building principal/designee.
- Volunteers must maintain confidentiality of all information. A volunteer has an obligation *not* to disclose information about a student or staff member, except through appropriate channels.
  - All student records should be considered confidential. Records should not be left in a place where they can be viewed by others. Copies of records can only be shared with administrative approval.
  - Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
  - Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
  - Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
  - Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
  - Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.
- Volunteers should clear any misunderstandings with the school or teacher by communicating, *not* criticizing.
- Volunteers may *not* diagnose educational needs of students; prescribe remediation; or, evaluate the results of instruction.
- Volunteers may *not* discipline students, but may assist in maintaining proper behavior of students and report behavioral problems to the teacher or administrator for appropriate action.
- Volunteers will *never* be alone with a student or meet with students alone after school hours or outside of school.
- Volunteers must report any accidents or injuries involved in the program to the administrator.
- Volunteers must get prior approval before making any changes to the facilities and will leave the facilities they are working in clean.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Agreement.

\_\_\_\_\_  
Signature of the Volunteer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

