

Policy Information

Series 2000 - Community Relations

Regulations - Volunteers

Policy # 2270, 2.7

ADMINISTRATIVE REGULATION

2014

R - 2270

Community Relations

SUBJECT: SCHOOL VOLUNTEERS

Board Appointment of Volunteers

1. An "Application for Volunteer Service" is attached to and made a part of this Administrative Regulation. It shall be completed by each prospective volunteer and forwarded to the Building Principal (or other Partnership manager) for evaluation and consideration of the applicant. All volunteers will provide authorization for personal reference checks, and shall be screened by the Building Principal (or other Partnership manager) or designee.
2. Using a Board Schedule, the Building Principal (or other Partnership manager) will forward to the Human Resources Department his or her recommendation to appoint a volunteer. With the approval of the Chief Human Resources Officer, and upon the subsequent recommendation of the District Superintendent, the Partnership Board shall have final authority as to whether to appoint or not appoint the volunteer. Volunteer service may begin, however, prior to Board appointment with the approval of the Chief Human Resources Officer.

Utilization of Volunteers

3. The Principal (or other Partnership manager) or designee shall assign volunteer duties, shall supervise the work of volunteers and shall continuously evaluate whether it is in the best interest of the Partnership, students and staff that volunteer services continue.
4. The Principal (or other Partnership manager) or designee shall assume the same general authority over volunteers in their school or program as they maintain over the employees they supervise.
5. Volunteers may not discipline students but shall instead, when appropriate, report behavioral problems to the teacher or other Partnership employee for appropriate action.
6. Volunteers are not to assume supervisory responsibility over classrooms, students or Partnership staff; and they are not to be left alone with school age GVEP students other than as necessary and for minimal time periods.
7. Volunteers are not to initiate parental contact regarding student grades or conduct. Parental contact, rather, is to be made through appropriate Partnership employees.
8. Volunteers must sign in and out in the school office or alternate area designated for this purpose. Volunteers may be required to wear appropriate identification. Appropriate identification will be determined by the Principal (or other Partnership manager) or designee.

9. Volunteers are expected to contribute and add value to the Partnership program or activity in which they are volunteering.
10. Any information gained through volunteering must be held in strict confidence. It is the responsibility of the Principal (or other Partnership manager) designee to assure that the volunteer has no unnecessary or inappropriate access to confidential student or personnel information.
11. Volunteer appointments may be discontinued at any time. Such appointments never confer a right to or expectation of continued volunteer service.

Board Approved
7/18/95
Revised
5/21/14

Adoption Date: 7/18/1995, Revised: 5/21/2014
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