

Article V.B.2. Volunteering in District Schools

A. Statement of Policy

The Board welcomes persons who wish to provide volunteer service to the schools. To protect students, the District, and volunteers, the following guidelines are provided:

B. Definitions

1. "Substitution" means the paid replacement of a classroom teacher by a district-approved substitute for at least four hours.
2. "Volunteer" means a person working under the direction and supervision of a teacher or other employee of the school without pay. Through proper application with Human Resources, volunteers may be eligible to be substitutes.

C. Administrative Guidelines

1. Volunteers shall always work under the direction and supervision of a teacher or other school employee. If a volunteer is working with students, the teacher is responsible to determine what material the volunteer presents as part of the instructional process.
2. Volunteers shall maintain confidentiality in relation to school information that he or she may see or use while acting as a volunteer. The behavior and academic performances of any child shall not be a topic of conversation except as appropriate with professional staff.
3. Volunteers may be asked to monitor classrooms or other areas in the school for short periods of time under the direction and supervision of school employees. Monitoring shall not amount to substitution.
4. Only school staff may discipline students; volunteers should be informed to whom they report discipline problems.
5. Volunteers shall be insured against tort liability claims while performing their assigned duties.
6. Volunteers must maintain strict neutrality regarding religion while performing volunteer work for the schools.
7. Volunteers may not engage in proselytizing or recruitment activities of any type on school grounds or in conjunction with any school activity.
8. Volunteers who are scheduled to work with students on a regular basis shall complete a form which asks for emergency information in case of accident or illness, and data regarding forfeiture of bail, conviction, fines, incarceration, or probation for any violation of law other than minor traffic offenses.