

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 353.1
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School Volunteers

The Johnson Creek Board of Education believes that the use of volunteers within the school program, whether during or after school hours, enhances the educational process not only for students but also for the total community. The use of volunteers provides additional support personnel in the classroom, promotes community-school cooperation in facilitating the learning process, increases community support and understanding the school's efforts, and provides for individuals who have expertise in various areas and who can be used as resource persons.

Volunteers may come from all backgrounds and all age groups and may include any persons who are willing to give their time to help students and school staff. They may work with students on a one-to-one basis or in groups, or they may perform tasks not involving students. Duties may include services to the Instructional Materials Centers (IMCs), classrooms, athletic program, music programs, school plays, or assisting with field trips and similar activities as chaperons. At times they may assist with projects of various kinds such as cleaning, painting, redecorating, etc.

Selection and recruitment of volunteers is done at the building level. Interested individuals may contact the building principal who with the help of appropriate school personnel shall identify appropriate tasks for volunteers and shall plan orientation, training, or inservice activities for them, so they may develop proficiencies in performing designated tasks. Resulting assignment of volunteers shall be done by the building principal, but always assignment of a volunteer to a classroom must be first acceptable to the teacher in that classroom. Continuation of the services of a volunteer shall be at the principal's discretion in consultation with the appropriate staff member.

Volunteers shall not teach but may reinforce skills taught by the professional staff. They shall always be under the supervision of the staff person with whom they are assigned to work. Supervision of students must always remain the responsibility of the district employee and not the volunteer. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.

For the purpose of the district's insurance program, a written record shall be retained which will specify the service(s) to be rendered by the volunteer. Screening as appropriate to the person and the activity shall be conducted by the building principal before the volunteer's services are accepted. In all cases, volunteers are bound by the same code of conduct as the professional staff. A background check will be conducted on all consistent/regular volunteers.

At the end of a period of service, there shall be acknowledgement of the contributions of the district's volunteers to its educational program.

Adopted: 9/14/92
Reviewed: 6/9/97
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