ADMINISTRATIVE GUIDELINES FOR SCHOOL VOLUNTEER PROGRAM

A. Volunteers shall work within guidelines established by the administrators responsible for implementing the volunteer program.

B. Volunteers shall not be given an assignment that would displace employed workers or impair existing contracts for services.

C. Volunteers shall work under the direction and supervision of administrators, teachers, or members of the non-instructional school staff.

D. Volunteers shall maintain strict confidentiality with all school or classroom information to which they have access while performing their volunteer activities.

E. Volunteers may perform any task assigned by the supervisors and approved by the responsible administrator, excluding access to student cumulative records and all employee personnel records.

F. School liability insurance shall include coverage for authorized volunteers.

G. It is expected that school volunteers will be provided with appropriate training commensurate with their duties in order to carry out their assignment in the most productive possible methods.

H. All schools shall maintain a volunteer log, which will record volunteer names, dates, hours of service and tasks assigned.
I. All volunteers shall sign in and out of the volunteer log and wear identification badges or labels.

J. All volunteers shall complete an application, including a criminal history check. Only one (1) application needs to be filled out even if they are working at multiple locations. The criminal history check must be completed one (1) week before the start date. Volunteers may not be approved at the discretion of Human Resources.

K. All volunteers shall complete an orientation and/or training at the building level.

L. It is the responsibility of the building administrator and/or designee to communicate with volunteers on a regular basis. Any problem should be discussed promptly so that the issue can be resolved immediately and diplomatically.

General Working Conditions

A. Volunteers shall be notified of the general working conditions within a given facility and shall be expected to abide by the same rules and regulations as school employees.

B. Volunteers should be accorded the opportunity to utilize such school facilities as employee lounges, school cafeterias and workrooms in order to provide them with the greatest possible congenial working environment.

C. If any volunteer has a suggestion or a complaint regarding the volunteer program, they are to make their feelings known to the administrator in charge.

D. Any employee requesting the services of a volunteer is encouraged to participate in the selection process.

E. No employee shall be required to utilize volunteer services as a condition of employment.