

## Volunteers

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers will:

- A. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services will be rendered under the supervision of certificated staff;
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal;
- C. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature;
- D. Receive such information as:
  1. General job responsibilities and limitations;
  2. Information about school facilities, routines and procedures;
  3. Work schedule and place of work; and
  4. Expected relationship to the regular staff;
- E. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training will be developed under the leadership of the principal;
- F. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
  1. Bulletin boards;
  2. Preparation of materials for art, science, math classes;
  3. Office support duties
  4. Clean up activities,
  5. Library and audio visual duties;
  6. Assistance with physical education exercises;
  7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
  8. Vision and hearing testing and approved medical surveys;
  9. School activities supervision; and
  10. Playground supervision with a staff member;
- G. Have their services terminated for these and other reasons:
  1. Program and/or duties completed;
  2. Resignation of the volunteer;
  3. Replacement by paid staff member; and
  4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.