

Community Relations

SUBJECT: SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application must be filled out by each prospective volunteer and forwarded to the District Office for evaluation. The building principal will forward his or her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent, volunteers selected for work in the District will be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Volunteer Protection Act of 1997, 42 United States Code (U.S.C.) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18

Adopted: 2/13/01
Reviewed: 6/2/05-no changes
Reviewed: 9/25/17
First Read: 10/10/17
Second Read/Adoption: 10/23/17
Next Read: 10/2020

SUBJECT: SCHOOL VOLUNTEERS

A school volunteer is a non-paid person who assists District staff, including, but not limited to, instructional personnel, and in curricular, co-curricular, or extracurricular programs on a regular basis.

General Guidelines

- 1) Use of volunteers will not replace any duly appointed and/or authorized District personnel or conflict with the duties/job responsibilities of such personnel. Any information gained through volunteering must be held in strict confidence with the building principal/designee assuring that the volunteer has no access to confidential student or personnel data unless designated by a school official in accordance with the Family Educational Rights and Privacy Act (FERPA).
- 2) Volunteers may assist on an occasional or regularly scheduled basis, however, they may not teach or provide the initial instruction for accomplishing educational objectives; but may reinforce skills taught by the professional staff.
- 3) Volunteers may not provide transportation to students in their personal automobiles for any school sponsored activities.
- 4) Volunteers may not be assigned the responsibility for disciplining students but may assist the teacher in maintaining proper behavior of students and report behavioral problems to the teacher.
- 5) Volunteers may not supervise a class in the absence of the teacher.
- 6) Volunteers will not contact parents regarding the performance of students or write comments on any papers/school work sent home.

Implementation of the Volunteer Program

- 1) General administration of the volunteer program in the District shall be the responsibility of the Superintendent or his/her designee with building principals assuming general authority over volunteers.
- 2) The need for volunteers will be determined by the building principal and other designated personnel.
- 3) Each prospective volunteer must complete an application which will be forwarded to the District Office for review. All regularly scheduled volunteers will, at a minimum, complete an application, provide authorization for a reference check, and be screened and interviewed by the building principal or his/her designee. Occasional volunteers will be screened by the building principal in a manner of his/her choosing.

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SUBJECT: SCHOOL VOLUNTEERS (Cont'd.)

- 4) The building principal will forward his/her decisions concerning selection, placement, and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.
- 5) Building principals shall assume final responsibility for the assignment of volunteers from the approved list.
- 6) Orientation and in-service training will be provided to volunteers by appropriate District staff.
- 7) Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.
- 8) An accurate list of volunteers shall be kept by each building principal or supervisor and forwarded to the Superintendent. Also, a copy of each building's volunteer registry file will be forwarded to the Personnel Office.
- 9) The District does not carry health/accident insurance or Workers' Compensation on volunteers. Approved volunteers are covered for their actions or omissions within the scope of their approved authority under the liability section of the District's umbrella policy.
- 10) Volunteers must sign in and out in the school office.
- 11) Each school will keep a volunteer registry which will include, but not be limited to, the following information: name, address, telephone number, and emergency contact.
- 12) Volunteers must wear appropriate identification (school ID badge), as determined by the Superintendent, or building principal/supervisor, or designee, to ensure immediate recognition as persons whose specific purpose is helping students and staff.

**BASE SCHOOL DISTRICT
APPLICATION FOR VOLUNTEERS**

Personal Information

Date _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Phone No. _____
(Home) (Work)

General What volunteer services are you willing to perform?

Employer List below your current and previous employers.

DATE, MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	PHONE #
From			
To			

Previous Employer

DATE, MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	PHONE #
From			
To			

References List below three persons, not related to you, whom you have known at least one year.

NAME	ADDRESS	YEARS ACQUAINTED

Have you ever been convicted of a crime? (felony or misdemeanor) []Yes []No

If yes, please explain:

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**BASE SCHOOL DISTRICT
APPLICATION FOR VOLUNTEERS (Cont'd.)**

Emergency Information In case of emergency, please notify:

Name Address Phone

My signature below permits the District to contact any or all references listed if necessary.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE -- OFFICE USE ONLY

Reviewed by _____ Date _____

REMARKS: _____

Approved []	Not Approved []
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**BASE SCHOOL DISTRICT
STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT
FOR SCHOOL VOLUNTEERS**

Your service as a volunteer in our schools is greatly appreciated. In your association with teachers and students, you may have access to student information that is not to be shared or discussed with anyone other than designated personnel. Confidentiality is of the utmost importance in your work with teachers and students. You may not discuss a child even with that child's parents/guardians; nor are you to contact parents/guardians regarding the behavior or performance of students. You must always refer any questions regarding students to the student's teacher or the Building Principal. If you need help with a student, discuss the matter professionally with the child's teacher or other designated school official. *Before beginning service as a volunteer in our School District, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below.*

- 1) I will not discuss with others, when serving as a volunteer or when no longer in a volunteer role, the content of any confidential student information which was learned in the course of or because of my volunteer work in the school; nor will I disclose or permit to be disclosed, directly or indirectly, student education records, personally identifiable student information in such records, or other confidential information regarding any student. Exceptions to this rule include my ability to discuss student information with designated staff members and/or as authorized by administration.
- 2) The confidentiality of student information shall include, but not be limited to, the following topics:
 - a. Academic standing (including student grades and test scores);
 - b. Attendance;
 - c. Financial status;
 - d. Physical/mental health identity and history;
 - e. Disciplinary status/records.
- 3) I further understand that, in accordance with the Family Educational Rights and Privacy Act, "education records" (generally defined as "those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution or by a person acting for such agency or institution") cannot be released, except as enumerated in law, without parent/guardian permission.
- 4) As a volunteer, I understand that I am not authorized to examine, release or comment on student records/information unless expressly authorized by school officials in accordance with applicable law.
- 5) While in the possession and control of confidential student data, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.

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**BASE SCHOOL DISTRICT
STUDENT PRIVACY AND CONFIDENTIALITY AGREEMENT
FOR SCHOOL VOLUNTEERS (Cont'd.)**

- 6) I will never take any confidential student data off campus unless authorized by the Building Principal or his/her designee.
- 7) Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the school administrator and/or staff member that supervises the volunteer.
- 8) I must report any breach or suspected breach in this confidentiality agreement to the Building Principal or his/her designee.

Volunteers in our School District shall perform tasks only under the supervision and guidance of appropriate staff, and are expected to comply with all District rules and regulations. Orientation and inservice training will be provided by appropriate staff to help ensure volunteer awareness of their duties, responsibilities, and expectations; and will stress the issues and importance of confidentiality of student information. Volunteers shall be given selected materials, including applicable Board policies and/or administrative regulations, that address the role of the volunteer.

Violation of these guidelines may constitute cause for termination of the volunteer's services. The Superintendent or his/her designee is responsible for decisions concerning continuation or discontinuance of a volunteer's activities.

Volunteer Confidentiality Agreement and Signature (required for all volunteers)

By signing, I acknowledge that I have read, understand, and will comply with the Confidentiality Statement above.

Name of Volunteer (please print)

Signature of Volunteer

Date

Signature of Administrator

Date

This Confidential Agreement will be kept on file in the Main Office of the building to which the volunteer is assigned. A copy of the Agreement will be provided to the volunteer.