

VOLUNTEERS IN THE SCHOOLS

The School Board recognizes that citizens can provide valuable contributions to the district's program of services.

The Board endorses the volunteer program subject to legal requirements and suitable administrative rules and regulations.

PURPOSE:

Volunteers can be a worthwhile resource for school districts to use in promoting community involvement in the schools and assisting school staff and students in school activities. Specifically, volunteers can:

- enrich the school program by sharing their experiences and talents with students.
- provide an opportunity for interested community members to become directly involved with education.
- relieve the teacher of some non-instructional tasks and duties, therefore, enabling the teacher to spend more time directly on instruction.
- provide students with reinforcement for lesson skills.
- strengthen school-community relations through direct and positive participation in the school.
- enhance all aspects of the educational process.

RECOGNITION

Appropriate recognition of volunteers shall be made annually by the school district.

ORIENTATION

The supervising staff member shall provide an orientation for all volunteers in the school district.

LIABILITY

The school board will provide liability insurance protection for school board approved volunteers.

CONFIDENTIALITY

Volunteers shall be responsible for maintaining confidentiality.

ADMINISTRATIVE RULES FOR VOLUNTEERS

A volunteer will be genuinely interested in students and their welfare. A volunteer must be a responsible person who is willing to provide assistance for school district personnel in academic and non-academic areas. He/she will be willing to follow directions.

A volunteer's responsibilities are to:

1. observe rules of confidentiality.
2. be neat and clean.
3. be prompt – if unable to attend, call as soon as possible.
4. follow school rules.
5. know school emergency procedures.
6. work under direction and supervision of a staff member.
7. report to the school office before assuming responsibility.

Volunteers are prohibited from:

1. promoting any commercial products or brand names.
2. promoting political parties or candidates.
3. promoting religious doctrines or beliefs.
4. giving medical treatment or medications to students except emergency care.
5. lending money to students.

Volunteers shall be:

1. treated with respect.
2. given a considerate assignment suited to his/her abilities and interests.
3. given training for duties expected of them.
4. given information about the policies and programs of the Merton School District as appropriate.
5. given guidance when needed or requested.
6. given an opportunity to make suggestions and help with some planning.
7. given recognition for a job well done.

Adopted: May 23, 1994
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