



Section: Community
Title: Volunteers
Adopted: February 17, 2011
Revised:

916 Volunteers

Purpose - The Colonial Board of School Directors values the unique contributions made by parent/guardian and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.

Definitions – A Volunteer is an individual who voluntarily provides services to the district without compensation. There are three (3) categories of volunteers:

- **Occasional Volunteer** – an individual who works directly under the supervision and direction of a teacher or administrator employed by the district and does not provide direct services to students or have unsupervised contact with students. Examples include homeroom parents/guardians; classroom chaperones; individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity, such as general PTO functions, book fairs, concert/performance ushers, etc.
- **Program Volunteer** – an individual who works under the general direction and supervision of a teacher or administrator employed by the district and provides direct services to students and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: tutors; field trip chaperones; counselors or providers of health-related services to students, etc.
- **Volunteer Coach/Sponsor** – an individual who works under the general direction and supervision of a coach or student activity sponsor employed by the district and directly supervises or instructs students engaged in the activity and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: volunteer coaches of an athletic team; volunteer athletic trainers or equipment managers;

choreographers; musicians and others who provide instruction to students in the marching band or school-related performances, etc.

Qualifications – A volunteer must be at least 18 years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district.

Guidelines- Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the school district; provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy. Volunteers serve at the discretion of the district and building administration.

Safety Requirements – All volunteers will be required to check in through the security system utilized by the district before being granted access beyond the school office.

In addition, all volunteer coach/sponsors who provide support to athletic/music/ performance programs will be required to complete, pay for and file in the office of the school building on whose behalf the volunteer renders such services an Act 34 Criminal History Report and a 151 (Child Abuse) Clearance Statement. Volunteers may be requested to renew background checks as needed.

Except as specifically authorized by the Board on a case-by-case basis, volunteers shall not be permitted to transport students by motor vehicle in support of any school program.

Confidentiality – Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the school district. Information regarding student classroom performance and/or behavior is part of a student’s record. All student records are regulated by the Family Educational Rights and Privacy Act (FERPA).

Administrative Procedures – The superintendent or designee will develop administrative procedures regarding delegation of responsibility and insure that all volunteers adhere to the guidelines set forth in this policy.

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