

Adopted: 7-14-08

Orig. 1976

Revised: \_\_\_\_\_

## **910 SCHOOL VOLUNTEERS**

### **I. PURPOSE**

The purpose of this policy is to recognize volunteers as a valuable resource and encourage their participation within the schools.

### **II. GENERAL STATEMENT OF POLICY**

Volunteers play an increasingly important role in education by enhancing educational opportunities and promoting school-community relations.

### **III. DEFINITION**

“Volunteers” shall be defined as individuals who are not paid for their services and who do not assume principal responsibility for instruction, but provide a supporting role in the education program.

### **IV. GUIDELINES**

- A. Volunteers will work within guidelines established by and under the direction and supervision of paid school staff. School district personnel will identify tasks, provide orientation, training, and recognition appropriate to the volunteer position.
- B. Volunteers will be selected with careful consideration to ensure quality volunteer services. Applications, interviews, reference checks, and background checks may be required of volunteers in the Shakopee Public Schools. All volunteers will be required to sign a release form giving permission to conduct a criminal records history search if the volunteer duty warrants.
- C. Volunteers will be required to follow district and volunteer program policies.
- D. District liability insurance coverage will apply when volunteers serve at the request of the school and sign in and out using the volunteer log.
- E. Volunteer services include but are not limited to:
  - 1. participation in advisory committees or booster organizations;
  - 2. resource speakers;
  - 3. classroom, media center or coach’s assistants;
  - 4. mentors;
  - 5. room parents;
  - 6. chaperones;

7. tutors;
  8. clerical assistants;
  9. other activities initiated to enhance student learning and school-community relations.
- F. Volunteer speakers shall be approved by the district volunteer coordinator or building principal prior to their presentations.