

## **Procedure - 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 in consultation with a district supervisor.

Adoption Date:

Classification:

Revised Dates: **04.98; 12.11; 07.22**