

# Volunteer Policy

## Volunteer Policy

The El Paso Gridley CUSD #11 welcomes the talent and skills of the individuals who are interested in volunteering their time to assist with accomplishing the district's overall goals and objectives – "To Educate our Students".

The school board encourages the use of volunteers to:

1. Increase students' educational attainment
2. Provide enrichment experiences for students
3. Increase the effective utilization of staff time and skills
4. Give more individual attention for students
5. Promote greater community involvement

Volunteers may be used within the district:

- For non-teaching duties not requiring instructional judgment or evaluation of students
- For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media such as computers, video, and audio, and detention and discipline areas, and school sponsored extra curricular activities
- To assist in the instruction of students under the immediate supervision of a certified teacher. The teacher shall be continuously aware of the volunteer's activities and shall be able to control or modify them
- As supervisors, chaperone, or sponsors for non-academic school activities

The district has developed these specific guidelines for volunteers. The guidelines are established to assist volunteers in understanding district needs and ensuring the best environment for students, while ensuring the district is doing all it can to protect children.

**Qualifications** Volunteers may come from many backgrounds and experiences. The main qualification for a volunteer is that they have a desire to give their time and talent in order to enrich children's opportunities and the school community in general. It is critical that we ensure all volunteers are serving the best interests of the children and must verify each volunteer to ensure the safety of all.

**Recruitment** District personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, senior citizen groups, community businesses, local volunteer centers, and universities. When a volunteer is recruited, they are required to report to the district office to complete the required paperwork and background checks.

**Role** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the district's staff. Volunteers do not

have access to confidential records. Further, any information regarding children shall be maintained in complete confidence.

**Selection, Placement, and Supervision** Volunteer selection and placement shall be on the basis of the volunteer's qualifications, availability, and the district's needs. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

**Screening** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the main office at the beginning of each year and attend the all-volunteer orientation session at the start of each year.

Any volunteer who behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school district mission will be denied any further opportunity to be a volunteer with the school district. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act, including any acts on district grounds or at a district sponsored activity, touch, threatening or intimidating a child in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any district rule.

## Process for Background Checks

For the purpose of implementing policy, the following groups have been identified as needing to have a background check:

**Tutors:** A tutor may work one-on-one with a student, or with small groups of students, who need to have reinforcement work completed on basic skills in an academic subject.

**Mentors:** Mentors typically work one-on-one with a student. Their major task is to motivate the student to stay focused and stay in school. Through this process of setting short-term goals and serving as a role model, volunteers provide encouragement and friendship to a student needing to build his/her self-esteem.

**Classroom Assistant:** Volunteers work closely with classroom teachers and staff, assisting in various projects, keeping records, preparing instructional materials and interacting with students. Duties in the elementary school may include telling stories, reading with children, or preparing bulletin boards. Duties in the junior high and high school may include work on special projects, operating audio-visual equipment, performing clerical duties, or making instructional materials.

**Office/Clerical Assistant:** Clerical assistants help staff members at a school. Duties may include sorting mail, light typing, computer data entry, copying, or record keeping.

**Media Center/Library Assistant:** Volunteers in the school library/media center help fill teacher and student requests for services. They may also work at the circulation desk, catalogue and shelve books, use a computer, mend books, and operate audio-visual equipment.

**Chaperone:** Volunteer chaperones have the opportunity to enjoy many different types of activities as they accompany teachers and students on field trips. Any admission ticket that is not free must be paid by the volunteer in order to attend the event as a chaperone.

**Extracurricular Assistants/Workers:** This is a broad range of volunteers who work with activities such as drama, athletics, clubs, etc. who have direct contact with students.