

**BOARD AGENDA ITEM**

**January 9, 2024**

***SUBJECT:***

Adoption of the following administrative rule:

Administrative Rule IJOC-R School Volunteers

***BACKGROUND INFORMATION:***

Administration reviewed the Administrative Rule IJOC-R School Volunteers to as part of the evaluation of safety and security protocols in the District.

***ADMINISTRATIVE CONSIDERATION:***

Administration recommends revisions to Administrative Rule IJOC-R School Volunteers to align with best practice and to enhance safety protocols for schools.

***RECOMMENDATION:***

Approve the following administrative rule:

Administrative Rule IJOC-R School Volunteers

***ATTACHMENTS:***

Administrative Rule IJOC-R School Volunteers

***PREPARED BY:***

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# SCHOOL VOLUNTEERS

Code **IJOC-R** Issued **1/0224**

## Definition

Volunteers are parents or other adults who are willing to donate their services to the schools by assisting with many phases of school operation.

## Procedures

~~If volunteers are properly selected and handled, they can be an asset to a school. Schools will follow these procedures.~~ Volunteers can be an asset to a school. Schools will follow these procedures.

- ~~• Schools will thoroughly orient volunteers to the duties they are to perform. District consultants and supervisors may help with this whenever applicable. Schools will submit the volunteer's information through a background screening process for approval.~~
- Once approved, the The school will acquaint all volunteers to the overall operation of the school, including what the school expects of all persons who work with it. The orientation must include words of caution to the volunteers concerning confidentiality requirements and professional behavior.
- All volunteers are under the direct supervision of and accountable to the principal or his/her designee.
- No one should give volunteers the authority to have access to student records. Volunteers may only see those records that pertain to their own children.
- The school principal will make periodic assessments to ensure that the volunteers are working productively with students.
- Volunteers are helpers only. The direction of students, particularly in teaching areas, is the responsibility of the teacher and cannot be assigned to a volunteer.
- Health room volunteers are to work under the supervision of the school principal or a logical designee. Volunteers will follow district policy concerning first aid and emergency care.
- Principals should commend, thank and publicly recognize volunteers whenever justified and possible.

## Areas of use

Volunteers may be used in many capacities, including those listed below.

- reading stories to students
- providing exhibits
- assisting with field trips
- helping in learning centers, libraries, cafeterias, offices, etc.
- tutoring
- checking objective tests and workbooks

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- lecturing on special topics
- operating audiovisual equipment
- making graphs, charts, maps, flash cards, transparencies, etc. for classroom use
- inventorying book rooms; issuing books and other materials
- working in health room
- organizing parents for special projects
- acting as hostess or assistant hostess for school functions
- helping students with their work in the classroom
- helping with classroom housekeeping activities

**NOTE: Volunteers who help in the coaching of interscholastic sports and receive compensation meet the high school league's stipulation of being employed by the board.**

Issued 1/8/02 Revised 1/9/24