SCHOOL VOLUNTEERS – PROCEDURE

A. Definition: "Volunteer" refers to any person providing assistance to IISD programs or personnel without remuneration from the school district in terms of pay, class credits, or other compensation.

B. SELECTION AND ASSIGNMENT

1. Prospective volunteers should be referred to the supervisor of the program which interests them.

2. Each volunteer shall complete the standard registration form, submit to a background check, and be interviewed by the building/program administrator or designee who will determine the volunteer’s assignment.

3. The program administrator or designee shall provide program information/orientation to the volunteer, including appropriate building policies and procedures.

4. In recruiting volunteers, program administrators are expected to give attention to selecting persons representative of the racial/ethnic culture mix within the intermediate school district wherever appropriate, so that pupils who might not otherwise have any opportunity to work with such persons may do so.

C. RESPONSIBILITIES OF THE SUPERVISING PROFESSIONAL

1. The professional person desiring volunteer assistance should advise the program supervisor or designee of the need.

2. The professional person shall confer with the program supervisor or designee when a volunteer has been approved for assignment.

3. The professional supervisor shall:
   a. Provide necessary training, direction, and feedback to the volunteer in the assigned duties,
   b. Ensure that when a volunteer is working with a student, a staff member is present,
c. Discuss with the volunteer and, if necessary, report to the program supervisor any problems related to the volunteer’s assignment, and
d. Review emergency procedures for assigned work area.

D. RESPONSIBILITIES OF THE BUILDING/PROGRAM ADMINISTRATOR

1. The program administrator shall have a person designated to process volunteer activities.

2. The program administrator shall ensure that:
   a. Volunteer work is appropriate and of benefit to the program, staff, and students.
   b. The volunteers have submitted to the required background check.
   c. Volunteers assist rather than replace staff functions.
   d. Volunteers are given appropriate recognition by the programs they serve.
   e. Any other relevant building/district policies are adhered to.

ADMINISTRATIVE REGULATION

Approved: March 15, 1983
Revised: May 7, 2002