

School Volunteers

The Board recognizes and values the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteer are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation of employee benefits except for liability protection under the District's insurance program.

An application shall be filled out annually by each prospective regularly scheduled volunteer who is expected to interact with children, and forwarded to the District Office for evaluation. The building principal/program administrator will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, volunteers selected for work in the District shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Volunteer Protection Act of 1997,
42 United State Code (U.S.C.) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18

Regulation - School Volunteer

School Volunteers

A school volunteer is defined as a non-paid person who assists District staff, including but not limited to instructional personnel, in curricular, co-curricular, or extracurricular programs. A volunteer is a person who offers to provide assistance or service of his/her own free will without legal obligations.

General Guidelines

- 1) Use of volunteers shall not conflict with or replace any duly appointed and/or authorized District personnel or the duties/job responsibilities of such personnel. Any information gained through volunteering must be held in strict confidence with the principal/designee assuring that the volunteer has no access to confidential student or personnel data.
- 2) Volunteers may assist on an occasional or regularly scheduled basis, yet, may not teach or provide the initial instruction for accomplishing educational objectives; but may reinforce skills taught by the professional staff.
- 3) Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
- 4) Volunteers may not be assigned the responsibility for disciplining students but may assist the school personnel in maintaining proper behavior of students and report behavioral problems to the teacher, advisor, or coach.
- 5) Volunteers may not supervise a class, club, or team in the absence of the teacher/qualified/BOE approved Harpursville personnel.
- 6) Volunteers are not to contact parents regarding the performance of students or write comments on any papers/school work sent home.

Implementation of the Volunteer Program

- 1) General administration of the volunteer program in the District shall be the responsibility of the Superintendent or his/her designee with the principal(s)/program administrator assuming general authority over volunteers.
- 2) The need for volunteers will be determined by the Administration.
- 3) An application shall be filled out annually by each prospective regularly scheduled volunteer and forwarded to the appropriate building administrator or athletic department for evaluation. All regularly scheduled volunteers will, at a minimum,

complete an application, provide two (2) written references, provide authorization for a reference check, and shall be screened and interviewed by the building principal/program administrator or his/her designee. This process may be waived if the volunteer has already been screened by another agency or has been determined to be a successful volunteer at the school in the past. The building principal/program administrator, in a manner of his/her choosing, will screen non-regularly scheduled volunteers.

- 4) Approval of volunteers will be as follows:
 - a. All volunteer coaches must be approved by the Board of Education. Due to the close contact which coaches have with children and their presence in locker rooms, all volunteer coaches must have fingerprint clearance.
 - b. For all other volunteers, not including volunteer coaches, the building principal/program administrator will forward his/her decisions concerning selection, placement and replacement of volunteers to the Superintendent for final evaluation. Following approval from the Superintendent of Schools, selected volunteers shall be placed on the list of approved volunteers. However, the Superintendent retains the right to approve or reject any volunteer applications submitted for consideration. Said list will be shared with the Board of Education on a periodic basis.

- 5) Fingerprinting of volunteers will be required as follows:
 - a. All volunteer coaches must be fingerprinted. This process can be completed after the Board of Education has approved the volunteer coach, pending fingerprint clearance.
 - b. Any volunteer that will be working independently with a student or group of students and not under the direct presence/supervision of Board of Education approved staff must be fingerprinted. This process can be completed after the Board of Education has approved the volunteer coach, pending fingerprint clearance.
 - c. All volunteers, as applicable in *a* and *b* of this section, are responsible for completing the fingerprinting process and, further, shall be responsible for the fees associated with the fingerprinting process. Volunteers will be reimbursed for fees associated with fingerprinting upon successful completion of 10 hours of approved volunteerism in the District.
 - d. Fingerprint clearance must be received by a respective volunteer, as applicable, prior to any volunteer work being done in the district.

- 6) Principals/program administrator shall assume final responsibility for the assignment of volunteers from the approved list. Assignment of a volunteer must be acceptable to the supervisory staff member.

- 7) Orientation and in-service training will be provided by appropriate staff.

- 8) Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations. School personnel who are responsible

for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities.

- 9) An accurate list of volunteers shall be kept by each principal/program administrator or supervisor and forwarded to the Superintendent. The volunteer registry will include, but not be limited to, the following information: name, address, telephone number, emergency contact.
- 10) The District does not carry health/accident insurance or Worker's Compensation on volunteers. They are covered for their actions or omissions within the scope of their approved authority under the liability section of the District's umbrella policy. However, this is not the case for visitors to the school who do not act in a volunteer capacity.
- 11) Volunteers must sign in and out in the school office.
- 12) Volunteers must wear appropriate identification to insure immediate recognition as persons whose specific purpose is helping students and staff. Appropriate identification will be determined by the Superintendent or building principal/program administrator, or designee.

School Volunteer Form

Date

Last First M.I. Phone Number

Address (Street) City State Zip

Identify position you wish to volunteer for: _____ Building/Extracurricular Activity: _____

Description of Volunteer Duties: (Complete with the help of the Principal, Teacher, or Program Administrator, as needed.)

References			
Name	Address	Phone Number	Number of Years Acquainted

EMERGENCY INFORMATION - In case of emergency, please notify:

Name Relationship Phone

APPLICATION REQUIREMENTS: In addition to completing this form, *first time applicants must attach two written reference forms*. Also, if you are certified in CPR and/or First Aid, please attach copies of your certifications.

My signature below permits the District to contact any or all references listed if necessary to ensure the safety of or students and fidelity to the District's curricular and instructional programs. Furthermore, my signature indicates that I have read, understand, and agree to abide by all provisions contained in the school volunteer policy as well as all other regulations of the Harpursville Central School.

Date Signature

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Initial Review and Approval: _____ Date: _____

Fingerprinting Completed: _____ Date of Clearance: _____

Approval by Principal/Program Administrator: _____ Date: _____

Approval by Superintendent: _____ Date: _____

School Volunteer Reference Form

Reference Information

Name of Applicant: _____

Volunteer Position Applying For: _____

Reference's Name: _____

Reference's Address: _____

Reference's Phone Number: _____ Number of Years Acquainted: _____

Relationship to Volunteer: _____

Would you support and provide a reference for this volunteer to work with our students in the District:

Yes _____ No _____

Why or why not: _____

Reference's Signature

Date

First time applicants must submit a volunteer form and two written reference forms.

First Reading: October 20, 2014

Second Reading & Adoption: November 17, 2014

Amendment, First Reading: January 9, 2017

Second reading & adoption: February 23, 2017