

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

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SERIES	900	School/Community
SUBJECT	907	School Volunteers
Adopted		June 10, 2003
Revised		

I. PURPOSE

The School Board recognizes the importance of partnership development and supports the use of volunteers in District schools and programs. Volunteers, by lending their time, talents, and resources to the educational process, are an essential and valuable component of School District 16's mission of *working together to develop learners to their greatest potential.*

The purpose of this policy is to provide general guidelines and goals to ensure the development of quality volunteer management practices in the district.

II. GENERAL STATEMENT OF POLICY

To maximize the benefits of volunteer involvement and to maintain the integrity of district programs, district, building, and program administrators shall:

- A. Encourage and facilitate the use of volunteers in district schools and programs;
- B. Provide for the safety and well-being of students, staff, and volunteers by adopting a preventive approach to managing the risks associated with volunteers and volunteer programs such as screening, orientation/training, documentation, and supervision.
- C. Establish the means to provide volunteers with orientation and training appropriate to their volunteer assignment;
- D. Expect volunteers to abide by all applicable laws, District policies, and administrative procedures when performing their assigned responsibilities;
- E. Ensure that volunteers work under the supervision of staff members;
- F. Restrict volunteers from confidential student and employee information;
- G. Recognize the contributions of volunteers.

III. DEFINITIONS

A school district volunteer is a person (adult or student) who freely chooses to contribute his or her service to a school or district program, and does so without compensation. The volunteer may serve on a one-time basis for a special purpose or event, may come in regularly to assist with instructional or enrichment programs, or may serve on a school, program, or district committee.

Legal References:

Cross References: