

SCHOOL VOLUNTEERS

The Plainfield Board of Education believes that the use of volunteers within the school district, whether during or after regular school hours, **enhances the education process** not only for students, but also for the total community. The use of volunteers provides additional support personnel in the classroom, promotes community-school cooperation in facilitating the learning process, increases community support, and provides for individuals who have expertise in various areas to be used as resource persons.

Selection and recruitment of volunteers is done at the school level. Interested individuals should contact the school principal or his/her designee. The volunteer's interests and abilities should be considered when making assignments. Once the selection process has been concluded, orientation and training must be provided by the appropriate staff.

Volunteers must be **screened** and must be acceptable to the building **administrator**. The assignment of volunteers must be done by the principal or his/her designee. Assignment of a volunteer must be acceptable to the teacher and the continuation of the services of a volunteer shall be at the principal's discretion.

Accountability of the work accomplished must include accurate record keeping at the school. Standard procedures for record keeping include hours contributed by the volunteer, types of services or donations made and a resume kept on file at the school for any volunteer who works directly with students, especially in tutorial relationships.

Volunteers may come from **all backgrounds** and **all age groups** and may include any reputable persons willing to give their time to help students and the staff. Volunteers may be involved in virtually every facet of the operation of the school district, working with students on a one-to-one basis or performing tasks not involving students. Duties may involve **services such as** work in the libraries, classrooms, athletic events, music programs, school plays, pre-kindergarten programs or assisting on field trips and similar activities.

School personnel must identify **appropriate** tasks for volunteers and must plan inservice activities for them so they may become skilled in performing those tasks. Volunteers must **comply with all rules and regulations** set forth by the school district. **Confidentiality** is particularly important.

Volunteers may **not teach**, but may reinforce skills taught by the professional staff. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities, but may chaperone trips. Liability **insurance** covers involvement in activities approved by the administration for the individual volunteer.