

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES****SCHOOL VOLUNTEERS**

The Board of Cooperative Educational Services recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of CVES programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities in instruction.

Volunteers 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 or employee benefits except for liability protection under the District's insurance program.

**General Guidelines**

1. Use of volunteers within the District is not to conflict with or replace any duly appointed and/or authorized District personnel or the duties/job responsibilities of such personnel.
2. Any information gained through volunteering must be held in strict confidence. It is the responsibility of the principal or his/her designee to advise the volunteer of the confidentiality rule and to assure that the volunteer has no access to confidential student or personnel information.
3. Volunteers are expected to support the District's instructional program and extracurricular activities.
4. Volunteers may assist on an occasional or regularly scheduled basis.
5. Volunteers must be under the general supervision of a District employee while in the presence of students.
6. Volunteers may not teach or provide the initial instruction for accomplishing educational objectives, but they may reinforce skills taught by the professional staff.
7. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.
8. Volunteers may not be assigned the responsibility for disciplining students but may assist the teacher in maintaining proper behavior of students and report behavioral problems to the teacher for appropriate action.

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9. School volunteers are not to assume responsibility for the supervision of a class in the absence of the teacher.
10. School volunteers are not to contact parents regarding the performance of students or write comments on any papers/school work sent home.
11. Volunteers will be evaluated by the Administration as needed.

**Implementation of Volunteer Program**

1. General administration of the volunteer program in the District shall be the responsibility of the Superintendent or his/her designee.
2. The need for volunteers will be determined by the building principal in cooperation with the faculty and other personnel as may be appropriate.
3. An application shall be filled out by each prospective volunteer and forwarded to the respective building principal for initial evaluation. All regularly scheduled volunteers will, at a minimum, complete an application, provide authorization for a reference check, and shall be screened and interviewed by the building principal or his/her designee. Occasional volunteers will be screened by the building principal in a manner of his/her choosing.
4. The building principal will forward his/her decisions concerning selection, placement and replacement of volunteers to the Assistant Superintendent for Instruction and 21<sup>st</sup> Century Learning for review and recommendation to the District Superintendent. Following approval from the District Superintendent, volunteers selected for work in the District shall be placed on the list of approved volunteers and submitted to the Board of Cooperative Educational Services for consideration. However, the District Superintendent retains the right to approve or reject any volunteer application submitted for consideration.
5. Principals shall assume final responsibility for the assignment of volunteers from the approved list as needed. Assignment of a volunteer must be acceptable to the staff members to whom the volunteer will be assigned.
6. Orientation and in-service training will be provided by appropriate staff as determined by the principal.
7. Volunteers will work under the supervision and direction of appropriate staff and are expected to comply with all rules and regulations set forth by the District.
8. So that appropriate recognition may be made from time to time, an accurate list of volunteers shall be kept by each principal or supervisor and forwarded to the District Superintendent. Additionally, a copy of each building's volunteer registry

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- file will be forwarded to the Personnel Office in order to keep a complete listing of all school volunteer personnel.
9. The District does not carry health/accident insurance or Workers' 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 insurance policy. However, this is not the case for visitors to the school who do not act in a volunteer capacity.
  10. Volunteers must sign in and out in the school office or alternate area designated for this purpose, unless determined otherwise by the building principal.
  11. Principals shall assume the same general authority over volunteers in their school as they maintain over the employees of their building.
  12. Each school will keep a volunteer registry that will include, but not be limited to, the following information: name, address, telephone number, emergency contact.
  13. Volunteers must wear appropriate identification to ensure immediate recognition as persons whose specific purpose is helping students and staff. Appropriate identification will be determined by the District Superintendent or building principal/supervisor or designee.

Adopted September 13, 2017