

Volunteers

The District recognizes the valuable contribution made to the total school program through volunteer assistance. In working with a volunteer, the Principal or designee will clearly explain the volunteer's responsibility.

The Principal shall be responsible for developing and implementing procedures for the selection and utilization of volunteers. It shall be the responsibility of the Principal or designee to determine the status of the volunteer and the subsequent level of orientation and training needed.

The use of a volunteer shall be requested by staff and approved by the Principal or designee. Staff members shall work with the Principal or designee in the assignment of duties and supervision of volunteers.

Volunteers shall:

- A. Complete an application form providing background information, in accordance with Policy GBCD, Background Investigation and Criminal History Records, and provide personal references.
- B. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- C. Sign and comply with the terms of confidentiality agreement, and discuss the performance or actions of a student only with the student's teacher, counselor or principal.
- D. Refer any student problem that arises, whether of an instructional, medical, or operational nature, to a regular staff member.

Principal or Designee will:

- A. Ensure orientation is provided that will include:
 1. General job responsibilities and limitations;
 2. Information about school facilities, routines, and procedures;
 3. Safety protocols;
 4. Work schedule and place of work;
 5. Expected relationship to regular staff.
- B. Provide appropriate training at the building level, consistent with the volunteer's tasks and existing district standards. This training shall be developed under the leadership of the Principal or designee.
- C. Evaluate and provide acknowledgment for the volunteer's services.

Volunteers shall only function under general supervision of a school employee.

Written: 01/30/98
 Approved: 05/05/98
 Reviewed: 07/01/03; 05/04/04
 Amended: 09/04/07
 Approved: 08/04/15
 Amended: 06/04/19

ASHLAND VOLUNTEER CONFIDENTIALITY FORM

I understand that, as a volunteer at *Ashland Elementary School*, ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that, even when I am no longer a volunteer with the Ashland School District, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me. I understand that I must comply with all Ashland School Board policies and school rules applicable to school staff, as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent or School Principal at any time if they determine it is in the best interest of the school or the students. I have read, understand, and agree to the information presented above:

Signature: _____ Date: _____