



## **Policy of the Board of Trustees**

**IJOC**

### **VOLUNTEERS**

The school recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, the Principal shall clearly explain the volunteer's responsibility.

The Principal shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with Board of Trustee policies and procedures.

The voluntary help of citizens should be requested by staff through the Principal to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties, and supervision and evaluation of volunteers.

Volunteers shall:

- A. Complete an application form describing their skills, interests, and availability.
- B. Volunteers who serve on an on-going basis, who have regular contact with students, or who have duties involving one-to-one contact with students, shall be screened through the school's regular background checking process and the Criminal History Records Check Law procedure.
- C. Serve in the capacity of helpers and not be assigned to roles that require specific professional training. Instructional services shall be rendered under the supervision of certificate staff.
- D. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher or the Principal.
- E. Refer any student problem that arises, whether of an instructional, medical, or operational nature, to a regular staff member.
- F. Receive orientation, including:
  1. General job responsibilities and limitations;



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2. Information about school facilities, routines, and procedures, including safety and evaluation;
  3. Work schedule and place of work; and
  4. Expected relationship to regular staff.
- G. Be provided appropriate training at the school, consistent with their tasks and existing school standards. This training shall be developed under the leadership of the Principal.