

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: January 25, 2005

REVIEWED: April 28, 2009

REVISED: September 22, 2014

916. SCHOOL VOLUNTEERS	
1. Purpose	The Board values the unique contributions made by parents and community volunteers to the educational programs of the school district. Accordingly, the Board encourages the use of parent and community volunteers, subject to certain requirements and procedures as set forth below.
2. Authority	The Board recognizes that there are differences between volunteers who may assist in classroom activities under the direct supervision of a classroom teacher and volunteers who may regularly assist in extracurricular activities or who may have occasion to work directly with students without direct supervision of district staff.
3. Definitions	<p>A volunteer is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A Volunteer shall be classified as a Monitored Volunteer, Field Trip Chaperone, or Independent Volunteer.</p> <p>Monitored Volunteers shall mean persons who assist in classroom activities and curriculum-related projects during the school day and under the direct supervision of a classroom teacher.</p> <p>Field Trip Chaperones shall mean persons who assist with class trips and are outside the direct supervision or visibility of a district teacher or administrator. This level of volunteerism excludes overnight field trips.</p> <p>Independent Volunteers shall mean unpaid persons regularly assisting a district employee in an activity and providing services on a regular and/or daily basis. Independent Volunteers may work directly with students on activities and techniques. While they are under the direction of a district employee, they may, on occasion, have direct contact with students in the absence of direct supervision of paid staff. Independent Volunteers may be asked to assume responsibilities of a district employee in an emergency situation.</p>

<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative guidelines to assure the proper support for the volunteer programs of the district. The following minimal requirements shall apply:</p> <ol style="list-style-type: none">1. Each building administrator who uses volunteers in any capacity shall be responsible for training said volunteers to perform the specific duties associated with their assignments.2. The building administrator or designee shall assume general authority and responsibility over all volunteers serving at that site.3. Volunteers shall meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees.
<p>5. Guidelines</p>	<p>4. All Volunteers should provide the clearances required by the District.</p> <p><u>Confidentiality</u></p> <p>No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the school district.</p> <p>Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the school district.</p>