

# SPRING COVE SCHOOL DISTRICT

TITLE: SCHOOL VOLUNTEERS

ADOPTED: NOVEMBER 15, 2005

REVISED:

<b>916. SCHOOL VOLUNTEERS</b>	
1. Purpose	<p>Volunteers are a valuable resource in schools giving their time, talent, commitment and energies to serving the school community. At Spring Cove School District, we particularly appreciate the way in which volunteers enrich and enhance the curriculum by increasing the quality and diversity of:</p> <ol style="list-style-type: none"><li>1. Academic and recreational programs.</li><li>2. Extending the areas of service delivery through staff and volunteers working as a team.</li><li>3. Lowering student to teacher ratios.</li><li>4. Providing feedback to classroom teachers and administrators.</li></ol> <p>Volunteers help in a variety of services including but not limited to: classroom activities, sporting activities, library, field trips, committees, fundraising, grounds care, music activities, and arts and craft activities.</p>
2. Delegation of Responsibility	<p>The Superintendent or his/her designee will determine procedures for volunteers in district buildings and activities including sporting events, as well as guidelines for use of district vehicles in support of specific programs.</p>
3. Definitions	<p>Volunteers can be either short-term or long-term:</p> <p>Short-term -- One who voluntarily provides a service to the school district, without compensation, for a period of one week or less or from time to time throughout the school year for short periods of time.</p> <p>Long-term -- One who voluntarily provides a service to the school district on a regular, routine basis without compensation. Said service does not necessarily have to be performed on consecutive days; the intent, however, is to use a long-term volunteer over an extended period of time throughout the school year.</p>

<p>4. Guidelines</p>	<p>No short-term volunteers may assist in a school without having been screened by the principal or designee and completing the Volunteer Registration Form. Short-term volunteers who work with students under the direct supervision of a district employee do not need Act 34, Act 151 and/or FBI Clearances.</p> <p>Long-term volunteers, coaches and advisors or anyone else who may be reasonably expected to be present with students without a district employee present shall be required to have an Act 34 Criminal History Report and an Act 151 Clearance Statement on file in the District Administration Office. Out-of-state residents must obtain a current [less than one (1) year old] FBI Fingerprint Card.</p> <p>The District will pay the costs associated with clearances for long-term volunteers.</p> <p>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 Regulations governing the conduct of the District’s professional employees as outlined in the Volunteer Handbook.</p>
----------------------	---