

Volunteers

The voluntary help of citizens and staff volunteers, including but not limited to staff and volunteers from other State agencies and municipalities, should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers shall:

- A. 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 certificated staff.
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- C. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- D. Receive such information as:
 - 1. General job responsibilities and limitations;
 - 2. Information about school facilities, routines and procedures;
 - 3. Work schedule and place of work;
 - 4. Expected relationship to the regular staff;
- E. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal in consultation with a district supervisor.
- F. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
 - 1. Bulletin Boards;
 - 2. Preparation of materials for art, science, math classes;
 - 3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records;
 - 4. Clean up activities;
 - 5. Library and audio visual duties;
 - 6. Assistance with physical education exercises;
 - 7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
 - 8. Vision and hearing testing and approved medical surveys;
 - 9. School activities supervision; and
 - 10. Playground supervision with a staff member;
- G. Have their services terminated for these and other reasons:
 - 1. Program and/or duties completed,

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Personnel

2. Resignation of the volunteer,
 3. Replacement by paid staff member, and
 4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.
- H. Citizens and staff volunteers must complete a Volunteer Application, Criminal Disclosure of Crime, and have a WATCH background check completed on an annual basis.
- I. Volunteer Coaches
1. Definition - A volunteer coach is a person who contributes his/her services, free of charge, to assist the coaching staff of a particular sport.
 2. Qualifications-
 - i. Must be at least 19 years of age.
 - ii. Must possess an aptitude/interest for working with students and coaches.
 - iii. c. Must have a basic understanding of the rules, fundamentals and strategies of the sport for which they request to volunteer.
 - iv. Must be dependable and of appropriate character to work with students.
 - v. The head coach of a sport must submit in writing to the principal, with a copy to the district athletic/activities director, a request to use a volunteer coach within a program/activity.
 3. Approval Process-
 - i. Complete a Volunteer Application, Criminal Disclosure of Crime, and have a WATCH background check completed on an annual basis.
 - ii. Review the District Athletic Safety and Procedures Handbook.
WIAA Article 21, General Sports Rules
WIAA Article 23, Student Standards for Interscholastic Eligibility Sports Safety Guidelines for the sport
 - iii. Be assigned by the school administrator or designee.
 - iv. It is recommended that you have a current First Aid/CPR card.
- J. Building administrative offices shall retain all volunteer records in accordance with the State's record retention schedule.

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