

EUREKA COUNTY SCHOOL DISTRICT

VOLUNTEERS IN THE SCHOOLS

Eureka County Board of School Trustees [Board] recognizes that volunteers can make contributions and provide significant benefit to our teachers, students and schools. When appropriate and/or necessary, the Board encourages the use of volunteers in the schools and school related activities, subject to previous administrative approval, regulations and procedures.

A volunteer is a person who renders a pre-defined service or services on behalf of the Eureka County School District [District] and whom does not receive compensation.

Each volunteer program shall be subject to the following conditions:

1. Each volunteer shall complete an application which will be on file at the District Office.
2. Volunteers must submit to a criminal history records check at the state and federal level.
3. Fingerprint cards can be obtained at the District Office and the fees shall be paid by the District.
4. Appropriate reference checking will be performed by the Personnel Officer and results logged on a reference check form.
5. The building principal and superintendent of schools must approve all applicants.
6. The Board will be provided a list of all previously approved volunteers as an informational item.
7. Volunteers shall be reported monthly on the Public Agency Compensation Trust statement and shall be covered under worker's compensation while performing volunteer duties.
8. Volunteers will be expected to comply with all District policies, including the Safety, Drug Free Workplace and Sexual Harassment policies. Copies of the aforementioned specific policies will be provided to each volunteer.
9. Volunteers may begin work prior to the District receiving results of the criminal history background check, but shall be given written notice that their services will not be continued if unsatisfactory results are received.

ADOPTED: 04/08/98

REVISED: 10/13/98

REVISED: 05/08/07

MOVED FROM PERSONNEL POLICIES – 1/19/19

10. The school district will assist volunteers in all aspects that they possibly can regarding the paperwork and becoming eligible to volunteer.

Selection and Assignment

1. Volunteer selection shall be made based on need, qualifications and availability of the appropriate volunteer.
2. Volunteers shall be assigned only to staff members who have requested volunteer assistance through appropriate administrative channels.
3. Recommendation for assignment shall be made to the superintendent by the building administrator.
4. Volunteers shall be provided appropriate training at the building level, consistent with their tasks and existing District standards. The building principal shall be responsible to develop and deliver all training for volunteers.
5. Volunteers and volunteer coaches will be required to attend training sessions regarding important employee issues such as illegal harassment, blood borne pathogens, work place safety, etc.

Duties and Responsibilities

1. Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, material preparation tasks and coaching.
2. Assignment shall be limited to situations which are supervised by a certified staff person.
3. Volunteers with special talents, hobbies or experience may share such with students on a scheduled basis, in a suitable educational setting and under the supervision of a certified teacher.
4. Volunteers may not discuss the performance or actions of students except with the student's teacher, counselor or principal.
5. Volunteers will refer to a regular staff member for the final solution of any student problems which may arise, whether of an instructional, medical or operational nature.

Reporting of Volunteer Services

1. All volunteers must complete a monthly time sheet provided by the school office. The volunteer will list the days and hours worked on a monthly basis.
2. The building principal or his/her designee will send a copy of the time sheet to the District office on a monthly basis not later than the 5th of the following month.

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Recognition of Volunteers

1. In the event that it is warranted, principals and staff will help to ensure that volunteers are positively recognized for their contribution to school programs.

Termination of Volunteers

1. Volunteer services will be terminated if negative results are received from the criminal history records check.
2. Any volunteer can be terminated at any time, with or without notice, for any reason or for no reason at all. It is not necessary for just cause to exist for a volunteer to be terminated.
3. Volunteer are not members of any union or bargaining unit and acquire no rights under any collective bargaining agreement. The District has no obligation to any volunteer under any collective bargaining agreement.

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