

GUIDELINES FOR VOLUNTEERS

1. Volunteers who are working at the school or who accompany students on field trips, must be recommended by the principal to receive a Volunteer Service Contract and be approved by the Monroe County Board of Education. These individuals are to complete an application for this purpose. Volunteers are responsible for having a current TB Tine Test on file at the school. Tine Tests may be obtained through the School Nurse.
2. All Volunteers, including volunteers who work only occasionally at the school shall register in the office each day they work at the school site. Such registration shall include name, event for which the volunteer is at the school, and at the end of the activity, the number of hours spent at the school.
3. Because it may occasionally be necessary for parents of small children to bring those children to school at the time of volunteer work, principals are to inform these parents that their children are under their guidance and direct responsibility. The Monroe County Board of Education will not accept liability for accidents that occur to non-school-age children who have been unsupervised by their parents. At no time shall any visitor or the children of that visitor be allowed to disrupt the learning process. The principal shall determine whether or not a disruption has occurred and act accordingly.
4. Regular volunteers should notify the school if unable to help at the scheduled time.
5. Volunteers are reminded that everything seen or heard about students or teachers is confidential and should not be repeated out of school. With teacher and/or principal discretion, parents are permitted to work in a classroom. Prior to becoming a regular volunteer, individuals shall participate in a minimum of one training session regarding confidentiality. Further, no principal may recommend an individual for board approval until such time as the confidentiality training has been conducted. In addition, each volunteer shall be given a copy of the volunteer handbook, and sign a statement saying that they have both read the handbook and agree to abide by its guidelines.
6. Any individual who fails to follow the guidelines set forth in the volunteer handbook and/or who may have caused a disruption in the educational process will have the volunteer contract revoked and may not be in the school except through the express permission of the principal, except for bringing children to and from school, or for the purpose of a scheduled conference with an individual or individuals at the school.
7. The school and each classroom have necessary rules. It is essential that volunteers do not interfere with these policies. Further, if a volunteer has a problem with a teacher or other employee, this problem should be discussed first with the principal in an attempt to resolve the issue or to understand the appropriate action to be taken.
8. Individuals who observe abuse of a child or see signs of what appears to be abuse are to notify the teacher or the principal immediately. It is the responsibility of the school to notify

appropriate authorities in the case of suspected abuse. Again, volunteers are reminded that confidentiality is essential when working with children and school employees.

9. At no time may a volunteer directly supervise children without the direct supervision of a professional employee of the Monroe County Board of Education.
10. A copy of the Volunteer Service Contract shall be kept on file at the Central Office and at the individual school office. A copy shall also be given to the volunteer.
11. The Volunteer Service Contract shall be continued each year, only with the renewed approval of the principal. Each principal shall, at the beginning of the year, submit the names of volunteers who have already been approved, whose status shall be continued for the next year. The principal may request an appropriate legal enforcement background check prior to approving a volunteer; however, this is only to be used when a personal recommendation is unavailable.
12. The principal's recommendation shall be based in part upon an evaluation of the volunteer's work the previous year made by the Parent Resource Coordinator.

Adopted: Board of Education Minutes - 10/04/93

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