

I-6600 © IJOC

SCHOOL VOLUNTEERS

Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.

In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current district policy. If a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

Volunteers are to be made aware of and comply with all district policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.

This policy shall not apply to:

- (1) adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;
- (2) a parent or legal guardian who is accompanying his or her child's class on a one-day field trip or on another type of occasional extra-curricular activity that does not involve an overnight stay.

Adopted: March 10, 2011

LEGAL REF.: 22-10A-5 NMSA (1978)
6.50.18 NMAC

CROSS REF.: GBEB - Staff Conduct
GCF - Professional Staff Hiring
GDF - Support Staff Hiring
GCFC - Professional Staff Certification and Credentialing
Requirements (fingerprinting requirements)
GDFA - Support Staff Qualifications and Requirements
(fingerprinting requirements)

I-6611 © IJOC-R

REGULATION REGULATION

SCHOOL VOLUNTEERS

Volunteer selection shall be made based on the qualifications and availability of the volunteer.

Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.

Assignment shall be made by the school administrator.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

Services of a volunteer may be terminated when circumstances in the judgment of the administration necessitate termination with or without prior notice..

Duties and Responsibilities

Assignment shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks.

Assignment shall be limited to situations which are supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Volunteers will refer to a regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

All volunteers will sign in and out at the assigned work site.

I-6631 © IJOC-E

EXHIBIT EXHIBIT

SCHOOL VOLUNTEERS

Regular volunteers shall not be allowed to begin their service until after they have received a copy of their job description, their duties are explained to them and they have accepted in writing the following volunteer pledge:

- (1) it is my duty to deal justly and considerately with each student, school employee or other volunteer;
- (2) it is my duty to share the responsibility for improving educational opportunities for all;
- (3) it is my duty to stimulate students to think and learn, but at the same time protect them from harm;
- (4) it is my duty to respect the confidentiality of student records and information about students, their personal or family life;
- (5) it is my duty not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;
- (6) it is my duty to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;
- (7) it is my duty to avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
- (8) it is my duty to avoid lending money to students;
- (9) it is my duty to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;
- (10) it is my duty to avoid giving a ride to a student;
- (11) it is my duty not to engage in sexual harassment of students, other volunteers or school employees;
- (12) it is my duty not to engage in inappropriate displays of affection, even with consenting adults, while on school property or during school events off premises;
- (13) it is my duty not to possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;
- (14) it is my duty to use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies and rules;
- (15) it is my duty to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;
- (16) it is my duty to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;

(17) it is my duty to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;

(18) it is my duty to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;

(19) it is my duty to refrain from bringing or possessing firearms or other weapons on school property except with proper authorization;

(20) it is my duty not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and

(21) it is my duty to report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

Volunteers are considered at-will employees and may be dismissed with or without cause at the discretion of the district by the administrator who assigns the volunteer to duties in the building or department or by the Superintendent.

Volunteer Signature Date