

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: November 20, 2003      FILE SECTOR: INSTRUCTION**  
**DATE REVISED: October 20, 2005      POLICY TITLE: SCHOOL VOLUNTEERS**  
**DATE REVISED: May 17, 2007**  
**DATE REVISED: March 18, 2010**  
**DATE REVISED: December 19, 2013**  
**DATE REVISED: September 18, 2014**  
**DATE REVISED: April 27, 2020**

Medford Area Public School District recognizes that volunteers can make useful contributions in the schools. The board of education (BOE) endorses and supports the concept of a volunteer program, subject to the rules and limitations imposed. School district volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities.

A volunteer is someone who freely offers to provide service to the district. They are not responsible for core instruction, but may be involved in working with students on a supervised basis. Duties may involve assisting in classrooms, providing services at extra-curricular events, programs or field trips which may include driving district vehicles.

The district shall conduct criminal background checks on all individuals at least once every two years, including parent(s)/guardian(s) of students enrolled, who wish to volunteer. The district shall evaluate the results of the criminal background check and determine whether the individual is eligible for district volunteer service. The district shall have the sole discretion to determine whether the information obtained through the criminal background check disqualifies the individual from service as a volunteer. If a parent/guardian of a student enrolled is ineligible for district volunteer service, such disqualification will not interfere with their opportunity to otherwise actively participate in their child's education.

- All volunteers are to be registered before beginning work.
- The building principal and/or volunteer coordinator shall define and assign responsibilities and tasks to be performed by volunteers in the respective schools. Volunteers should perform only those tasks assigned by the principal and/or the volunteer coordinator.
- Volunteers shall be under the direction of the building principal or their designee. When volunteers work directly with students, their activities will be under the supervision of the classroom teacher or other designated employee.
- Inservice and orientation activities may be planned for volunteers so that they may become skilled in performing their assigned tasks. Any special job-related guidelines should be stressed in the orientation activities.

The BOE will provide liability insurance protection for district approved volunteers.

Volunteering is a privilege not a right. Volunteer assignments may be discontinued at the principal's, district administrator's or BOE's discretion.

Individuals who volunteer to perform services for the school district are not "employees" for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

Volunteers will:

- Be restricted from access to information in student and employee files and maintain confidentiality regarding information seen or heard while volunteering.
- Be asked to sign the electronic volunteer agreement and this record will remain on file for the duration the volunteer serves the district.
- Meet with the principal and teacher to evaluate the effectiveness of the program.
- Be recognized on a yearly basis and that will be coordinated by the building principals, the volunteer coordinator and district office personnel.

**CROSS REFERENCE:**

**LEGAL REFERENCE:**