

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

The Medford Area Public School District recognizes that volunteers can make useful contributions in the schools of the district. The board of education 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.

1. The district shall conduct criminal background checks on all individuals, including parent(s)/guardian(s) of students enrolled in the district, who wish to volunteer in the district. 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 in the district. If a parent/guardian of a student enrolled in the district is ineligible for district volunteer service, such disqualification will not interfere with the parent's/guardian's opportunity to otherwise actively participate in his/her child's education.
2. All volunteers are to be registered before beginning work.
3. 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.
4. Volunteers shall be under the direction of the building principal or his/her designee. When volunteers work directly with students, their activities will be under the supervision of the classroom teacher or other designated employee.
5. 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.

6. Volunteers will be restricted from access to information in student and employee files.
7. Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
8. Each volunteer will be asked to sign the volunteer agreement and this record will remain on file for the duration that the volunteer serves the district.
9. The board of education will provide liability insurance protection for district approved volunteers.
10. Volunteering is a privilege not a right. Volunteer assignments may be discontinued at the principal's, district administrator's or board of education's discretion.
11. At periodic intervals, the principal and teachers will meet to evaluate the effectiveness of the program.
12. Appropriate recognition for the volunteers will be done on a yearly basis and will be coordinated by the building principals, the volunteer coordinator, and district office personnel.
13. 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).
14. Volunteers are subject to ongoing background checks, at least once every two years.

CROSS REFERENCE:
LEGAL REFERENCE: