

**VOLUNTEERS**

The Wakefield School District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other community members. In working with volunteers, a District staff shall clearly explain the volunteer's responsibility.

The Superintendent shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of a District volunteer coordinator.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and / or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

Volunteers shall:

- A. Complete an application form describing their skills, interests and availability.
- B. Volunteers who serve on an on-going basis, who have regular contact with students, or who have duties involving one-to-one contact with students, shall be screened through the Districts' regular background checking process and the Criminal History Records Check Law procedure as deemed necessary.
- C. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- D. Sign a confidentiality agreement and refrain from discussion the performance or actions of a student except with the student's teacher, counselor or Principal.
- E. Refer any student problem which arises, whether of an instructional, medical or operational nature, to a regular staff member.
- F. Receive orientation, including:
  1. General job responsibilities and limitations.
  2. Information about school facilities, routines, and procedures, including safety and evaluation.
  3. Work schedules and place of work.
  4. Expected relationship to regular staff.
- G. 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 in consultation with the volunteer coordinator.
- H. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
  1. Bulletin Boards
  2. Preparation of materials for art, science, math classes
  3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related activities, student lunchroom counts and attendance and class records
  4. Clean-up activities
  5. Library and audio visual duties

**Mrs. Connie Twombly, Chairperson**  
**Mrs. Peggy Richards**  
**Mr. Joseph Fleck**  
**Ms. Sarah Hayes**  
**Mrs. Desiree Tumas**

**Adopted by the Board: 14 March, 2001**  
**Revised by the Board: 6 May, 2002**

6. Assistance with physical education exercises

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*(continued)*

7. Instructional activities appropriate to the volunteer's training and classroom needs, such as monitoring math assignments, and listening to oral reading etc.
  8. Assistance with vision and hearing testing and approved medical surveys
  9. School Activities supervision, and playground supervision with at least one staff member
- I. Receive acknowledgment for their services.
  - J. Be terminated when:
    1. Program and or duties are no longer needed
    2. They are replaced by paid staff
    3. In the sole judgment of the administration, their conduct does not meet the standards of the School District

Volunteers should only function under direct supervision of a school employee.

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