

INSTRUCTIONINSTRUCTION RESOURCESSchool Volunteers

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students, in so far as possible.

School personnel who are responsible for tasks or projects that involve the use of volunteers, shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons wishing to volunteer must contact the Superintendent or Building Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify two non-family member personal references. The Superintendent or Building Principal shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character.

The District shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All Volunteers are required to act in accordance with District policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Presentation: 11/16/2011

First
Vote: 12/7/11

Second
Vote: 12/21/11

Confidentiality Policy Acknowledgement

The West Genesee Central School District is required by law and district policy to maintain strict confidentiality of information relating to students. This requirement applies to all employees of the district and to volunteers who are participating in the district's Volunteer Program.

In addition, inappropriate comments by volunteers outside the school setting about a student, staff member, or educational program can be harmful to the district and to its students and staff.

Any personal and educational information provided to or received by a volunteer in the district's schools regarding students, parents, staff or associates must be treated as confidential. A student's academic and medical records, telephone contacts and information about students, families, or employees of the district acquired through volunteering, must **NEVER** be communicated beyond the scope of professional and paraprofessional personnel who require such information to work with the student.

All questions concerning the meaning and scope of the District's Confidentiality Policy should be directed to the District Superintendent, a District Office Administrator, Building Principal or Assistant Principal.

If information comes to the District that a volunteer has improperly discussed or disseminated confidential information about a student or staff member, or has otherwise acted in a manner contrary to the expectations set forth in district policy or this acknowledgement, will be subject to immediate removal from the Volunteer Program.

I have read and understand the above.

Signature: _____

Date: _____

Volunteer Application Form

4532-E2

Name:	
Address:	
Phone Numbers: Daytime -	Evening -

Employer:
Job Title/Occupation:
Work Schedule: (hours/days of week)
Available hours/days to volunteer:

Volunteer Experience: List all current and past experience/training - attach an additional sheet if necessary
List hobbies/interests:
Describe any qualities, skills or abilities that you feel would make you a good volunteer to work with children:
How long can you commit to a volunteer role with the district (please specify; week, month(s) or year):

School Building(s) you will be volunteering in:

Convictions: Have you ever been convicted or pled guilty to a crime; either a misdemeanor or a felony (including but not limited to child abuse, theft, drug charges or other crimes of violence)? If yes, please explain in detail.

References: List three references (not relatives), preferably persons who can attest to your ability to work with others in a volunteer capacity:		
Name	Telephone Number	Relationship
1.		
2.		
3.		

I authorize all references listed to give you pertinent information, and release all parties from liability from furnishing this information.

I attest that all information provided on this form is true and accurate to the best of my ability.

I understand that any information provided that is found to be falsified is grounds for removal as a volunteer. I have read and understand the volunteer policy and agree to be bound by the terms and conditions outlined therein.

Signature: _____ Date: _____