

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

SCHOOL VOLUNTEERS

Effective Date: October 17, 2003

Original Effective Date: October 17, 2003

Reference:

Purpose:

To help establish parameters for school volunteers

Policy:

The Office of Education Services (OES) encourages schools to develop and maintain a strong volunteer program that provides varied opportunities for parents and members of the community to be active partners in support of the instructional program and school climate. OES encourages schools to be sensitive to a parent's limitation of time and distance from a school, which may restrict some parents from volunteer work, and to use innovative strategies that support families and their involvement in school-related activities. For example, activities may be developed that allow at-home participation.

All volunteers shall sign-in when arriving on campus, shall wear a school-developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign-out when departing the campus.

Schools shall keep a record of the number of volunteers and volunteer hours assisting the school each year and report these figures to the Superintendent.

Special training for tutoring and mentoring or other volunteer activities that require special skills may be required. Volunteers should understand the expectations of the school program, the issue of confidentiality, and any special procedures required by a particular school.