

COMMUNITY INVOLVEMENT IN EDUCATION - POLICY -

The Board of Education recognizes the value of community involvement in the programs and operations of the school system and believes that the school is an integral part of the community. The board encourages the voluntary involvement of the public, both individuals and groups, as one significant means to achieve public understanding and support for its goal of quality public education for all children. This intent is supported by the following beliefs and principles.

1. Schools are created and supported by the public with the expectation that learners will be enabled to develop their potential and will acquire the knowledge, skills, and attitudes necessary to become self-disciplined and self-reliant, with a sense of social and environmental responsibility, and will make contributions toward a prosperous and sustainable economy.
2. School programs can better meet the educational needs of children when school personnel recognize parents should be encouraged to participate in identifying educational needs and broad achievement goals for their children.
3. Involvement of parents and community members can be positive and preventative and can offer the school system a means of working towards solutions.
4. The goal of quality education for individual children can best be achieved by utilizing the diverse talents of the people in the community.
5. Utilizing the talents within the community to achieve educational outcomes will contribute toward making the school a more attractive and fulfilling place in which to be.
6. Active participation of parents and other community members in the school system is the best example to the student that the school is an integral part of the community, and that the community believes in and has serious expectations of the school system.

– REGULATION –

1. ACTIVITIES OF VOLUNTEERS

- 1.1 A volunteer under this policy is any individual whose offer of assistance to a school is accepted on an ongoing basis for a period during the school year.
- 1.2 Volunteers may be involved in virtually every facet of the operation of the school, either working with individuals or groups of students, or performing tasks not involving children, subject to existing contract language.

2. APPLICATIONS FROM VOLUNTEERS

- 2.1 For administrative purposes, volunteers will be required to complete the “Volunteer Application”.
- 2.2 Volunteer applicants will be considered from all backgrounds and age groups provided their offer of assistance is made for one main purpose: that of helping children and school staffs in the educational setting.
- 2.3 Volunteers will be permitted in the classroom only after their involvement in the school has been approved by the school principal.
- 2.4 In processing these offers of assistance, the principal will perform the necessary reference checks (including criminal record checks) as provided for in board **Policy No. 2-72 (Criminal Records Review Process)**.
- 2.5 Volunteers will be required to complete the “Volunteer Application” prior to transporting students and must adhere to **Policy No. 2-340 (Student Transportation)**.

3. CONDUCT OF VOLUNTEERS

- 3.1 Volunteers are required to:
 - meet all of the expectations for conduct required of district employees as provided in **Policy No. 4-42R (Standards of Conduct for Employees)**, and **Policy No. 5-100 (Race Relations)**;
 - maintain confidentiality of all information received, observations made about students, families and employees and not discuss them outside the school;
 - support the decisions made by the principal and teachers and not make judgments or comments about programs of study, discipline, or other matters concerning students.
 - refer disciplinary matters to the supervisor;
 - have no access to student records;
 - not be under the influence or in possession of illicit drugs or alcohol while students are under their care, while on school property, at school

sponsored functions, on extra-curricular trips or at any activities involving students.

4. ORIENTATION OF VOLUNTEERS

- 4.1 Schools are encouraged to produce a handbook for volunteers in their school that is consistent with the policies, procedures, and regulations of the school district.
- 4.2 Schools will also provide an orientation program to include:
- required conduct of volunteers;
 - the need for volunteers to understand the position of trust they hold;
 - a clear outline of the type of assistance expected of the volunteer;
 - an explanation of the procedure to follow if the volunteer has any concerns with regard to his/her work;
 - an awareness of the policies, procedures, and regulations of the school district as they apply to the volunteer in her/his work, including school and district emergency procedures;
 - the need to treat all students equally and fairly.

5. ASSIGNMENT OF VOLUNTEERS

- 5.1 Volunteer applicants whose services are accepted will be responsible to the school principal who will determine assignments.
- 5.2 The school principal may also review, at any time, the acceptability of continuing services of volunteers who contravene accepted guidelines should the principal believe such action to be in the best interests of the students, the class, and/or the school as a whole.
- 5.3 Volunteers will not teach but may reinforce skills taught by the professional staff. In every case, volunteers will work under the supervision or guidance of a teacher and/or principal or vice-principal.
- 5.4 The Board will not permit the use of volunteers to result in layoffs or reductions in hours for regular employees.