

Volunteers

The voluntary help of citizens should be requested by staff through administrative channels for selected activities and as resource persons.

Volunteers will:

- A. Serve in the capacity of helpers and not assigned to roles that require specific professional training. Instructional assistance will be rendered under the supervision of certificated staff;
- B. Not discuss the performance or actions of a student except with the student's teacher, counselor or principal;
- C. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, disciplinary, medical or operational nature;
- D. Receive such information as:
  1. General job responsibilities and limitations;
  2. Information about school facilities, routines, and procedures;
  3. Volunteering schedule and location; and
  4. Expected relationship to the regular staff and with students.
- E. Be provided appropriate training at the building level, consistent with their tasks and existing district standards.
- F. Abide by the guidelines in the RSD Volunteer Handbook as well as RSD board policies and procedures including those related to but not limited to harassment, intimidation, bullying, and cyber-bullying, sexual harassment, etc.
- G. Have their services terminated for these and other reasons:
  1. Program and/or duties completed;
  2. Resignation of the volunteer;
  3. Replacement by staff member; and
  4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services, such as failure to follow the guidelines established in the volunteer handbook, failure to follow the directions given by the principal or supervising staff member, violation of board policies or procedures, violation of state or federal law, or the discovery of previously undisclosed criminal activity by the volunteer.
- H. Be on time and at the assigned location.