Code: **GCDE** Adopted: 9/13/93

## Volunteers

School volunteers are considered important contributors to the educational program. They provide a service to the teachers and students which may not be possible without their dedication and commitment.

The specific duties of volunteers will be prepared by the Superintendent and included in the Job Description Manual of the District.

Each teacher assigned a volunteer will train the volunteer in the daily expectations and routine of the assigned position.

Volunteers are to be screened by the building principal and will include, as a minimum, a written Volunteer Service Contract which will insure that the students are not subject to any person or persons who have a history of child abuse, sexual preferences for children, sodomy or assault of young people below the age of consent.

Each volunteer is to be supervised by the person or persons to whom assigned. Volunteers are not to be left with children without direct supervision.

Duties will not be assigned to a volunteer which may place him/her in jeopardy of personal injury. The volunteer, through the job description of Volunteer Service Contract, is to be informed of the proper procedure to follow when and if it becomes necessary to report an accident.

The District will not require the volunteer to use their personal vehicle for transporting students. The District will assume no liability for the use of personal vehicles to transport students or in the performance of volunteer activities.

The District provides no medical/time loss coverage for volunteers.

## **END OF POLICY**

Volunteers – GCDE