

**CHAPTER: COMMUNITY RELATIONS**  
**TITLE: VOLUNTEERS IN SCHOOLS**

Any school or department may use the services of volunteer, adult personnel in the general conduct of school programs, activities, and/or business upon compliance with the following:

1. The board shall have approved the volunteer upon recommendation of the principal/supervisor through the superintendent.
2. The volunteer enters into a prescribed written commitment/agreement with the board which identifies the type of service(s) the volunteer will provide.
3. The volunteer will attend training provided by the building principal or designee prior to the initiation of services
4. The principal/supervisor or his designee and the volunteer shall confer prior to any services being rendered concerning either party's expectations of the other.
5. The volunteer must operate at all times under the direction of the principal/supervisor or other designated school employee although not necessarily at all times in his/her physical presence.
6. The volunteer may not be utilized for licensed, certified, specifically designated or other services limited by law or board policy.
7. Personnel department expectations shall be the same for volunteers as employees.
8. The volunteer will agree to complete a Drug Free Workplace Statement, obtain a urine test and provide the report to the superintendent of schools prior to the beginning of duties.
9. Volunteer must consent to be cleared through state and federal sex offender website.

REFERENCE: CCBOE  
ADOPTION DATE: 04/05/99

REVISED: 03/03/08, 09/16/13, 10/27/14