

SCHOOL VOLUNTEER PROCEDURES DURING REGULAR SCHOOL HOURS

Use of Volunteers:

Volunteer work will include, but not be limited to, duties such as reading to students, individualized student/parent tutorial services, categorizing library books and materials, painting projects and/or assisting with coaching responsibilities.

Authorizing a volunteer to perform certain duties is viewed as a supplement to school services. Professional and non-professional staff will never be removed from service or laid off as a result of volunteer use.

Authorization Procedures:

- The specific duties of the volunteer will be communicated by the individual building principal in collaboration with the classroom teacher.
- Volunteers are considered extensions of the staff and will conduct themselves in a professional manner.
- Each volunteer will be assigned to a specified staff member.
- Records on volunteer hours will be kept by the building administrators.
- Volunteers must complete the application process and CORI review every 3 years. No volunteers will be permitted to work until the application process and accompanying approvals have been completed.
- School volunteers will be required to review and adhere to all school committee policies as set forth in the Personnel Policy Handbook. School volunteers should access this handbook at www.agawampublicschools.org and should sign and return the acknowledgement form to the building principal.

- Removal of a volunteer may be effected upon recommendation of the school administrator to the Superintendent of Schools.

Agawam Public Schools 2009-2010

Approved by the School Committee on November 24, 2009, by a vote of 6 – 0 – 1 absent.