

Lewis Center for Educational Research

**BP 1240: COMMUNITY RELATIONS
VOLUNTEER ASSISTANCE**

Adopted: June 5, 2003

Revised:

The Foundation Board encourages parents or guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

The Principal or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

The Principal or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with LCER policies, regulations and school rules. Volunteers who violate school rules may be asked to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The principals' or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work is welcomed under the supervision of the Facilities Supervisor. The Board encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.