

SERIES 500 – PERSONNEL

Support Staff Policies – 540

School Volunteers (541.7)

Definition

A volunteer is a person who works on an occasional or regular basis at the school site performing services for the Norwalk-Ontario-Wilton School District and does not receive compensation for those services. Individuals who volunteer are not “employees” for purposes of compliance with minimum wage laws, overtime provisions of the Fair Labor Standards Act, the Workers Compensation Act or the Patient Protection and Affordable Care Act. A volunteer may

- Support the instructional program by working with professional staff members.
- Assist professional staff members in classroom and hallway preparation.
- Chaperone or assist in the supervision of students off the school site for school sponsored outings.
- Assist in the coaching of or supervision of students participating in athletics or other co-curricular, school sponsored activities.
- Assist in ticket-taking and other activities as part of a co-curricular activity.

Volunteer Applications

In order to become a volunteer at the Norwalk-Ontario-Wilton School District, interested adults:

- Must complete the Volunteer form included in this policy.
- Have a background check completed on the individual.

Rule and Regulations

Any adult accepted to volunteer at the Norwalk-Ontario-Wilton School District must abide by the following rules:

- School volunteers shall be expected to abide by all applicable laws, school policies, and administrative procedures when performing their responsibilities.
- Follow an ethics code that includes, but it not limited to:
 1. Do not discuss individual children outside of the school.
 2. Do not compare children within the school.
 3. Never publicly discuss parents, children, teachers, support staff or other volunteers.
 4. Understand confidentiality and that student information must never be shared or repeated under any circumstance.
 5. Dress appropriately for the circumstance while volunteering.
 6. All volunteers must sign in at the district office upon arrival to volunteer.
 7. Never administer medications to students.
 8. Never interrogate students or administer discipline.
 9. Discriminate against any child in accordance with School Board Policy 410 – Equal Educational Opportunities.
- The building administrator shall supervise and direct the activities of the volunteer.
- Volunteers may be dismissed at the building administrator, district administrator, or school board’s discretion.

School Board Policy 541.7 (School Volunteers) continued

Liability

Volunteers, as defined above, shall be covered under the district's liability insurance policy while performing services authorized by the Norwalk-Ontario-Wilton School District.

Approved:

