

SCHOOL VOLUNTEERS

A GUIDE FOR VOLUNTEERS

Volunteer Registration

Principal approval is required prior to any individual providing volunteer services.

Volunteer Guidelines

Supervision:

- Volunteers work under the supervision of District personnel and only with teachers/staff members who have requested help from volunteers. Any volunteer whose actions are not in the best interest of the District or its school or students will not be allowed to volunteer.

Confidentiality:

- Student records contain confidential information. According to the Family Education Rights and Privacy Act, the volunteer shall not have access to such information.
- Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. The staff members and students need to know they can trust volunteers. Volunteers should discuss their concerns only with certificated staff members (teachers, librarians, administrators).

Communication:

- The staff wants volunteers to be informed and will welcome questions and comments. When volunteers are assigned tasks, they should know what the teachers/staff members expect of them. Volunteers should never hesitate to ask for clarification of directions. A volunteer might ask for an example or a demonstration of how to complete a job.
- Volunteers who have concerns about teachers/staff members with whom they work should speak to the principal or appropriate administrator.

Discipline:

- Volunteers may not discipline students or have sole responsibility for a classroom at any time. Any problems should be referred to the teacher or administrator who is available at all times.

Dismissal of students:

- Volunteers may never dismiss a student from class or school and may never take a student off campus - even to meet a parent.

Dependability:

- Volunteers should not volunteer on days when they do not feel well. They should phone as far in advance as possible to inform the teacher/staff member, since they are expected on their assigned days. Both staff members and students will be looking for the volunteers, and need to be informed of any absences.

School rules:

- Volunteers should familiarize themselves with school and classroom rules. The administration, teachers, and staff members will help in this area.

Recording Volunteer Hours

The School District encourages volunteers to keep records of the number of hours they devote to the District. Recording volunteer hours may serve the following purposes:

- Documented volunteer work can be listed as work experience on job applications if they apply for paid positions.
- A record of each volunteer's hours helps the District to evaluate how it is meeting the needs for volunteers. It also aids the school, the District, and the community in recognizing volunteer contributions.
- The District and its volunteers belong to a cost-saving partnership. Volunteer service saves public funds and taxpayer dollars.
- Recording hours assists the school in determining the savings that accrue to the District by the services provided.

Insurance Coverage

Volunteers are covered by the District's liability insurance policy only while working under the supervision of an assigned teacher/staff member in an authorized District activity.

Neither health/accident insurance nor Worker's Compensation is available for volunteers through the District.

Income Tax Deductions

Volunteers who itemize deductions when calculating income tax may deduct some of the out-of-pocket expenses of volunteer work. (Since tax laws change each year, they should be sure to check with the Internal Revenue Service and the Arizona Department of Revenue for an up-to-date list of deductions available to volunteers.)

By keeping track of mileage, volunteers can deduct mileage cost at a rate specified by the Internal Revenue Service each year, or can deduct the actual cost of fuel and oil for a vehicle used to travel between home and the site of volunteering.

The value of time and the cost of child care or meals are not deductible.