

SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds and understanding of school programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities in instruction.

Services of volunteers may be accepted by the Board, the Superintendent of Schools, central office administrators, Building Principals or persons designated by the Board and/or the Superintendent to handle this responsibility. All volunteers may be subject to the same screening procedures used for regular school employees.

Volunteers may come from all backgrounds and age groups and may include any persons willing to give their time for the purpose of helping children through planned auxiliary services. Volunteers may be involved in many facets of school operations.

School personnel, who are responsible for the tasks or projects that will make use of the volunteers, will identify appropriate tasks and time schedules for such activities, as well as make provisions for adequate supervision, insurance programs, and evaluation. Volunteers will not be used to provide transportation for school-sponsored activities.

The Building Principal reports to the Superintendent and will be responsible for developing procedures incorporating volunteers into the district's program. The district will maintain complete records of any information obtained through any of the above procedures.

Effective Date: February 3, 2011

SCHOOL VOLUNTEERS REGULATION

The following procedures are to be followed for the establishment, evaluation and remuneration of extracurricular activities run by volunteer moderators:

1. If a teacher wishes to volunteer his/her time as a moderator of a new extracurricular student activity or club, a proposal for such an activity will be brought to the attention of the Building Principal. If the Principal accepts the proposed activity he/she will bring it to the attention of the Superintendent for consideration. The Board of Education will make the final determination. If the activity and volunteer moderator are approved by the Board, approval will be by formal resolution.
2. Upon approval of the Board, the extracurricular student activity may be expected to operate on a voluntary basis for a probationary period of up to two years. At the conclusion of each year's activity, the program will be formally evaluated by the Building Principal after which a recommendation for continuation or cancellation of the activity will be made to the Superintendent and the Board.

The Superintendent reserves the right to recommend continuation or cancellation of any extracurricular student activity. The Board continues to have final authority in cancellation, remuneration and/or continuance of any extracurricular program.

Effective Date: February 3, 2011

School Volunteers Exhibit
Volunteer Information/Application Sheet
(Please complete and return to school as soon as possible)

Name: _____ School: _____

Address: _____

Phone: (H) _____ (W) _____ (C) _____

If there is an emergency, the school should contact:

Name: _____ Relationship: _____

Address: _____

Phone: (H) _____ (W) _____ (C) _____

I would like to: (Check what you prefer)

_____ Assist in the Classroom _____ Work in the Library _____ Help with Clerical Chores

_____ Act as Resource Person for _____

_____ Speak to Classes on my specialty which is _____

_____ Other interest (please specify) _____

Day(s) I can help:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Have you ever been convicted of a crime other than a traffic violation? Yes _____ No _____ If "yes," please explain _____

Please note: It will be the responsibility of the cooperating staff member to inform the volunteer of his/her duties and responsibilities.

Compliance Statement

The Ichabod Crane Central School District hereby advises students, parents, employees, and the general public that it offers educational opportunities including vocational opportunities without regard to sex, race, color, national origin, handicap or religion. Inquiries regarding this non-discrimination policy may be directed to: Title IX Compliance Officer, Shannon Shine, Principal, Ichabod Crane Elementary School, Valatie, NY 12184 (518) 758-7676 and Section 504 Compliance Officer, Robert McCloskey, Director of Special Education, Ichabod Crane Central School District, Valatie, NY 12184 (518) 758-7676. A copy of the "In Compliance with Section 1.4 (a)" is available in the Superintendent's Office.

Applicant's Signature

Date