

VOLUNTEERS

Parents or guardians of students attending Swallow are invited to participate in their child’s education. One of the ways to participate is by volunteering.

In working with volunteers, district staff shall clearly explain the volunteer’s responsibility for supervising students in school, on the playground, during field trips and/or athletic events.

Staff and administration will determine when volunteers are needed for conducting selected activities, athletics and/or to serve as resource persons.

Volunteers will:

- A. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- B. Refrain from discussing the performance or actions of a student except with the student’s teacher, counselor, coach or principal.
- C. Adhere to the confidentiality of information on student behavioral, academic, or social/emotional needs. When necessary, pertinent information should be reported to the building administrator.
- D. Refer to a staff member for final solution of any student problem that arises, whether of an instructional, medical or operational nature.
- E. Receive a description of volunteer tasks from school staff.
- F. Be provided appropriate training under the leadership of the principal in consultation with a district administration that pertains to the specific responsibility of that position.

The No Child Left Behind Act of 2001 institutes parental involvement requirements for schools that utilize Title I Funds. In an effort to comply with these requirements, the District will convene an annual meeting to which all parents of children participating in Title I programming will be invited. The purpose of the meeting will be to inform parents about the Title I Program, seek their input in the planning, review, and improvement of all aspects of the Title I Program.

A parent who is a registered sex offender must notify the principal at the beginning of each academic school year, or alternate timeline per statute, in which they have a child enrolled at Swallow School. In advance of a desired visit or volunteer activity for a school sponsored event, whether on school grounds or not, adequate notice must be provided to the principal including the specific time, date, and reason.

References: Wisconsin Statutes 301.475

APPROVED: February 18, 2004
REVIEWED: March 9, 2006
EDITED: March 17, 2010; May 16, 2012
REVISED: January 16, 2013; June 18, 2014

Confirmed by: _____, President

_____, Clerk