



Volunteers

Background

Kee Tas Kee Now Tribal Council Education Authority (KTCEA) supports and encourages the involvement of volunteer personnel in schools and school-related activities.

Guidelines

1. KTCEA policies and administrative procedures are deemed to be in effect during all volunteer periods.
2. The involvement of volunteer personnel in school is encouraged and is contingent on acceptance by the Principal and staff of the respective school community.
3. Volunteers who provide services and assistance to students shall be responsible and accountable to the Principal.
4. An orientation/discussion shall be held between the volunteers and the supervising staff member to define roles and expectations so that volunteers know their area of responsibility.
5. Volunteers may be involved in such areas as:
 - 5.1. Field trip supervision assistance;
 - 5.2. Duplicating materials;
 - 5.3. Setting up and operating audio-visual equipment; or setting up and clean up for any activities, or events.
 - 5.4. Performing library and clerical tasks;
 - 5.5. Making teaching aids such as flashcards, booklets and educational games;
 - 5.6. Instructional - helping individual students or listening to them read; and
 - 5.7. Supervision - lunchtime activities, intramural activities, extra-curricular activities, and field trips.
6. School administration will maintain a record of all volunteer activity that includes the dates, check in times, check out times and area of volunteer for each volunteer at their school, event or activity.
7. Volunteers when providing assistance in instructional and supervision roles shall do so under direct teacher supervision.
8. Prior to being involved in school activities, all volunteers who will be in contact with students shall provide the appropriate documents to ensure the safety of the students which include but are not limited to:
 - 8.1. Criminal Record Check (contact appropriate agency)
 - 8.2. Child Intervention Check (contact appropriate agency)
 - 8.3. AP 490A - Volunteer Information Sheet, AP 490B - Confidentiality Form, and if necessary, the AP 140B Responsible Use Agreement for Technology - Staff.

	Procedures	Roles and Responsibilities
1.	The school administration shall maintain a contact list of all volunteers for all school events.	Principal
2.	The school administration will record each volunteer activity by all volunteers which includes: name, check-in time, check-out time,	Principal

	volunteer area	
3.	When a volunteer is utilized, an orientation/discussion is held between the volunteer and KTCEA personnel/supervisor to discuss roles and expectations from both parties.	School Staff Volunteer
4.	Records will be maintained for the volunteer prior to volunteer activities where they may have contact with students. These records include: Volunteer Information Sheet, Criminal Record Check, Child Intervention Check, Oath of Confidentiality Form, and Responsible Use Agreement for Technology Form	Principal
5.	All records will be forwarded to the Deputy Superintendent's office for filing and record keeping to ensure that all volunteer information is securely stored and maintained.	Principal Deputy Superintendent Administrative Assistant

Definitions:

Not Applicable

References:

- AP 490A - Volunteer Information Sheet
- AP 490B - Confidentiality Form
- AP 140B Responsible Use Agreement for Technology - Staff

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Deputy Superintendent.