

~~DELETE POLICY KEEP~~

**Volunteers in Public Schools / Partnerships in Education (VIPS / PIE)**

VIPS/PIE are school-sponsored programs designed to afford members of the community an opportunity to become active participants in the educational programs offered by the District.

VIPS/PIE may work in both elementary and secondary schools in order to relieve teachers of routine and clerical matters as tutors; classroom assistants; and clerical, library, playground, and cafeteria aides. They may also offer special enrichment skills in art, music, computer use, and career education to supplement the teacher's work.

Qualifications

Since volunteers' qualifications vary with the needs of individual campuses, the Superintendent shall establish guidelines to ensure volunteers are placed in areas that they can serve best.

VIPS/PIE shall be required to attend a brief training program. Application forms and other information can be secured from the administrative offices.

Authority

Volunteers in the school shall be under the direct supervision of the principal on the campus to which they are assigned.

Criminal History Record Check

The District shall obtain the criminal history record of prospective school volunteers and shall inform volunteers when their services are to begin.

Hourly Employees

Nonexempt or hourly District employees shall be prohibited from volunteering any services to the District under any circumstances.

Nonexempt or hourly District employees shall be prohibited from volunteering services to a PTA, booster club, or similar organization supporting a District school or program, except under the following circumstances:

1. The employee has a child or grandchild attending the school supported by the organization for which the employee will be providing volunteer services;
2. The employee does not provide the same type of services to the organization as provided by the employee to the District during the employee's workday; and
3. The employee is volunteering services to the organization in the sole capacity of a parent or grandparent and not as a District employee.

*Failure to Comply*

Failure by a nonexempt employee to comply with the above-stated requirement shall result in administrative action up to and including termination of employment.

Site administrators who permit nonexempt employees to volunteer services to the District in violation of this policy shall be subject to administrative action that includes termination or nonrenewal of employment.