

## SCHOOL AND ATHLETIC VOLUNTEERS

Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Typical assignments include supplemental instruction as determined by the classroom teacher, clerical work and supervision of student activities.

The assignment of any volunteer shall be made by the building principal with the concurrence of the cooperating teacher.

The evaluation of the work of each volunteer shall be the responsibility of the school principal.

Upon the initial appointment of a school volunteer, s/he will be required to sign a permission slip, which will allow the district to do a criminal background check with the Iowa Division of Criminal Investigation.

We have many volunteers that request to assist various athletic programs at Maquoketa Valley. The following guidelines will be employed as the district considers those that may want to volunteer.

1. A coaching endorsement will be required. The endorsement will be filed in the administration office prior to the volunteer is allowed in any capacity to volunteer at Maquoketa Valley.
2. The volunteer will be required to sign a permission slip which will allow the district to run a criminal background check. This background check will need to be received prior to the volunteer is allowed in any capacity to volunteer at Maquoketa Valley.
3. The volunteer will go through an interview process with the athletic directors and head coach.
4. All volunteers will be expected to uphold the expectations for personal conduct both in and out of the coaching arena as do all coaches. This includes such things as support for the good conduct policy and serving as a positive role model in the enforcement of those policies.
5. When representing Maquoketa Valley the volunteer will be expected to dress in a manner consistent with the other coaches.
6. Volunteers will follow the guidance of the head coach and not over step their bounds in the administration of the program. The head coach is in charge and makes all final decisions regarding the program. Volunteers need to support these decisions publically.
7. If at any time the head coach or administration determines that a volunteer is not abiding by this policy or supporting the program, the volunteer will be dismissed by the Athletic Director.

8. All volunteers will receive a complimentary pass to all school sporting events as a token of appreciation. This pass is valid for the year they are serving in the volunteer capacity.

LEGAL REFERENCE:

DATE OF ADOPTION: January 13, 1982

DATE OF REVISION: November 7, 2013