

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 10 – SCHOOL AND COMMUNITY RELATIONS</b>  <b>File: 10-13 School Volunteers</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
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Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in local schools and in central and area offices to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

**R 10-13-1 Procedures for the Selection and Utilization of School Volunteers**

Recruitment, utilization, coordination and training of volunteers are a responsibility of the school administration and will be carried out as directed or delegated by the Superintendent. Every effort should be made to utilize volunteer resources in a manner, which will ensure maximum contribution to the welfare and educational growth of pupils.

The responsible school personnel will identify appropriate tasks for volunteers, and will provide training activities for them so they may become skilled in performing those tasks.

Volunteers may be involved in many facets of the operation of the school system; however, volunteers may not assume responsibility for diagnosing, prescribing, evaluating instruction, grading papers, handling confidential information or the sole responsibility of supervising students. They may reinforce skills taught by the professional staff.

**R 10-13-2 Insurance and Health Requirements for Volunteers**

For the purpose of the County's insurance program, volunteers must be approved by the Preston County Board of Education and they must have tuberculin test prior to beginning their volunteer efforts. The names of all regular school volunteers must be submitted to the Superintendent by the school principal, and, upon his/her recommendation, approved by the Board of Education.  
**(WVC §18-5-13)**

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**R 10-13-3 Injury to Volunteers on School Property**

Accidents and/or injuries involving school volunteers on school property or any other location under the jurisdiction of the Board of Education should be reported to the principal or the person in charge of the activities at the site of the incident. First aid may be administered as appropriate; however, when in doubt about the medical treatment required, 911 should be called to obtain professional medical assistance. If the principal is not present at the site of the accident, he/she shall be notified of the incident and the action taken by the person in charge.

As appropriate, relatives of the injured person shall be contacted if requested by the injured party. In the event that no relatives are available to assist school personnel, or if the injured party does not request the notification of relative, the person in charge shall take prudent actions to assure the comfort and safety of the injured party.

The principal or the person in charge shall complete an accident report. The report shall be forwarded to the Safety Coordinator as soon as possible, but no later than the next workday. In order to expedite the processing of adult accident claims, the Business Manager shall assist the Safety Coordinator with the paperwork and accident investigation as appropriate.

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Adopted: June 28, 2010  
Amended/Revised: