



Volunteer Guidelines Regarding Safety and Security

The Boise School District welcomes parents and patrons to volunteer and become involved with public education. Safety guidelines are in place at each school in the District; all volunteers are asked to adhere to District policies at all times when working with students.



- All school volunteers must adhere to the Boise School District Board Policies and District Procedures and the practices of that school.
- District Policies regarding sexual harassment, the use of alcohol and tobacco products, student privacy, and others are available on the district web site at www.boiseschools.org/volunteer/volunteer.html. Volunteers are asked to sign for having read and received these policies through the volunteer application process.
- Every volunteer, parent, patron, classroom guest or speaker must **sign in** and **out** and be issued a volunteer/visitor pass from the school office. When signing in, a volunteer must indicate which area of the school they will be working in and the amount of time they plan to be in the building.
- Unless specific permission by school staff, a volunteer may not be in any areas of the school other than those set aside for volunteers or indicated in the sign-in log.
- If a volunteer is coming into the school as a special speaker or guest, the principal must approve the speaker prior to the visit.



- At no time may a teacher leave a volunteer in charge or alone with a classroom.
- At no time may a teacher leave a volunteer alone with a student or group of students out of the immediate sight of a school staff member, unless having completed the District Volunteer Fingerprint background check and be given prior permission by the school's principal.
- Tutoring and mentoring may be done in the hall, back of the classroom, or library—but not in an isolated area apart from District employees.