Volunteers may be used in the schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteers' special resources.

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

Volunteers in the school shall work directly under the supervision of the principal in whose building they are assigned, in accordance with approved procedures.

For purposes of this policy, the District shall consider the term "school volunteer" to include any person who applies to perform services for or on behalf of the District on an unpaid basis. Employees of the District who wish to serve as a school volunteer shall complete an application for school volunteer and shall be considered on the same basis as any other applicant.

The District shall notify any person who has completed an application to serve as a school volunteer when his or her application has been approved. This notice shall be in writing and mailed to the volunteer. Approval to serve as a school volunteer is valid through the end of the school year in which the application was completed.

The District shall notify in writing any person whose application to serve as a school volunteer has been declined. The notice shall include the reason the application was declined and the means by which the individual may appeal the decision.

Any person whose application to serve as a school volunteer is declined may appeal the decision by submitting a completed appeal form to the Volunteer Appeal Council not later than seven working days following the date on which the individual received notice that his or her application to serve as a school volunteer was declined.

The Superintendent shall appoint a Volunteer Appeal Council to review any appeal of a declined application to serve as a school volunteer and shall establish guidelines for the council to follow in considering an appeal.

The Volunteer Appeal Council shall meet at least monthly to consider any appeals that have been filed and shall notify the appellant in writing of its decision concerning the appeal within a reasonable time following the meeting. Unless the Volunteer Appeal Council, in its sole discretion, determines that a personal interview of the appellant is necessary, the record for the review shall consist of the volunteer application, the criminal history record, and the appeal form.