

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Volunteers

### Policy O-48

**Policy:** The School Board and Administration of the Indiana School for the Blind and Visually Impaired recognize that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to the professional staff responsible for the conduct of those programs and activities.

The Superintendent and/or his/her designee(s) shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The school shall not be obligated to make use of volunteers whose abilities are not in accord with school needs.

The Superintendent and/or his/her designee(s) are to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and school guidelines while on duty as a volunteer;
- B. shall not be provided any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the school of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to complete a school application and be subject to any and all background and reference checks as deemed appropriate by school policy and/or state laws;
- E. must be 21 years of age, and if a graduate or former student, be removed from the school and programs for a period of at least three years;
- F. may not be required to complete a background check if volunteering for a single activity that is fully supervised by full time staff, (athletic competitions, school community service projects, etc.).

The Superintendent shall also ensure that each volunteer is properly informed of the school's appreciation for his/her time and efforts in assisting the operation of the school.

**ISBVI Policy O-48**

**Adopted by ISBVI Board: 1/11/10**

**Reviewed and Approved: 10/21/13, 10/22/18**

**ISBVI Superintendent:** \_\_\_\_\_

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Date

**ISBVI Board Chair:** \_\_\_\_\_

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Date