

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

ADMINISTRATIVE REGULATION

No. 1212(a)

**RE: School Volunteers
 Community Relations**

Approved: April 3, 2018

Volunteers will work under the supervision of staff, assisting with tasks which may include chaperoning field trips, coaching, clerical support, mentoring and other appropriate assignments.

In our continued effort to maintain a safe learning environment, all school visitors, including volunteers, must report to the office upon arrival and before departing. a sign-in/sign-out log will be maintained in each school office. Volunteers should record both arrival and departure times and indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges which should be displayed during each visit.

All volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all board of education policies. This includes, but is not limited to: use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.

The building principal is responsible for conveying the contents of this regulation to all school volunteers.