

## **VOLUNTEERS**

This regulation delineates the duties and responsibilities of VITAL (Volunteers in Thompson Assisting Learners) staff, school principals, school volunteer coordinators, and the communication and community resources department when working with authorized school volunteers.

### **VITAL Program Specialist Duties and Responsibilities**

1. Maintain the online volunteer application system to facilitate the mandatory volunteer registration.
2. Submit all volunteer applicants for background checks using the online system.
3. Review all background information that is provided in background checks of volunteers. Should VITAL receive any report that reveals any of the criteria listed below, the volunteer specialist will immediately submit the volunteer applicant's background check information to the public information officer for review, or when applicable, mail a denial of volunteer service letter to the volunteer.
  - a. Felony conviction
  - b. Two or more DUI convictions
  - c. Any domestic violence convictions
  - d. Any child abuse/reckless endangerment convictions
  - e. Any outstanding warrants
  - f. Any conviction involving the illegal sale of a controlled substance
  - g. Any conviction involving unlawful sexual behavior or unlawful behavior involving a child
  - h. Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare or safety
  - i. For purposes of these regulations, a "conviction" shall be defined as a conviction by a jury or by a court; the forfeiture of any bail, bond, or any other security deposited to secure appearance by a person charged with a felony or misdemeanor; the payment of a fine; or a plea of no contest
4. Advise the school principal, secretary and volunteer coordinator of any volunteer who has been denied volunteer service.
5. Respond immediately to school or department staff expressing concerns about current or past volunteers.
6. Maintain strict confidentiality related to background information.
7. Provide training to schools and authorized volunteers as needed to comply with Board Policy KJ.
8. Ensure that all authorized volunteers have identification badges, provided by VITAL, to be worn at all times when they are performing volunteer services for the district.
9. Conduct follow-up background checks on existing authorized volunteers according to the follow-up background check schedule.
10. Report violations of Board Policy KJ or these regulations to the superintendent or designee.
11. Contact authorized volunteers annually, at the end of each school year, to confirm their active or inactive status for the upcoming school year and update the district authorized volunteer roster.
12. Create the database of active authorized volunteers, before the beginning of each school year, to be considered for random background checks.

13. All authorized volunteers who have not updated their profile before July 31 of each year will receive a final communication (postcard or e-mail) that they are considered inactive district volunteers.
14. Authorized volunteers will have two weeks (a deadline will be specified in the communication) to e-mail the VITAL specialist with notification that they wish to remain active authorized volunteers.
15. If VITAL has not received an updated profile and/or is not notified by the specified deadline that an authorized volunteer wishes to remain active the authorized volunteer will be considered inactive.
16. Document all authorized volunteer hours annually.

### **School Principal Duties and Responsibilities**

1. Create the conditions for effective community involvement in the school.
2. Oversee the structure of the school's volunteer program.
3. Require all site authorized volunteers to register through the online registration software.
4. Allow only authorized volunteers who have registered and who have an approved background check to perform volunteer services for their school.
5. Provide training/information to staff and authorized volunteers as needed to comply Board Policy KJ.
6. Ensure that all authorized school volunteers for whom they are responsible wear identification badges at all times when they are performing volunteer services for the district.
7. Ensure the assignments given authorized volunteers comply with state and federal laws regarding privacy of students and families.
8. Respond immediately to staff members who express concerns about current or past volunteers.
9. Report violations of Board Policy KJ or these regulations to the superintendent or designee.
10. Elect a parent/guardian as a volunteer coordinator.

### **School Volunteer Coordinator Duties and Responsibilities**

1. Meet with school staff and compile requests for volunteers.
2. Recruit and place qualified authorized volunteers for each job.
3. Require all volunteers to register through the online registration software.
4. Provide assistance in the event a volunteer has difficulty registering online.
5. Update the school volunteer form.
6. Conduct volunteer orientation and training, if needed.
7. Arrange for introductory meetings, as necessary or appropriate, between school staff and authorized volunteers.
8. Tabulate and report yearly authorized volunteer hours to the VITAL office staff.
9. Keep in close contact with staff and authorized volunteers on a regular basis.
10. Involve the principal when dealing with any problems involving school staff and authorized volunteers.
11. Communicate regularly on volunteer opportunities through VITAL Online and the school newsletter.
12. Attend meetings that include, but are not limited to, volunteer coordinator meetings, trainings and volunteer recognition events.
13. Establish and maintain a check-in system for all authorized volunteers entering the site, which includes providing each authorized volunteer with a mandatory identification

badge. The badges are to be checked out and in on an authorized volunteer's arrival and departure from the school.

14. Work closely with the VITAL office staff.
15. Report violations of Board Policy KJ or these regulations to the school principal and VITAL staff.

**Communication and Community Resources Department Duties and Responsibilities**

1. Review periodically and suggest revisions to criteria for the VITAL staff to utilize when screening background check information.
2. Review all background check information that is provided by the VITAL staff. The public information officer will handle all appeals from volunteers regarding background check concerns that result in denial of volunteer service and determine the resolution/outcome regarding such concerns. All resolutions and outcomes will be reported back to the VITAL staff.
3. Respond immediately to school or department staff expressing concerns about current or past volunteers.
4. Maintain strict confidentiality related to background information.
5. Report violations of Board Policy KJ or these regulations to the superintendent or designee.

Adopted January 18, 2012  
Revised March 20, 2013