

Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the Principal. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be a person of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. Complete a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the district's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the District.
- F. Follow and abide by all state and Federal laws as well as Notus School District Policies.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- Individuals must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements.

- A. Any volunteer who falsifies information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances on school grounds or at school sponsored activities.
- G. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the Principal will inform the applicant that he/she may not perform volunteer services in the District.

Background Check.

The District shall conduct, at Volunteer expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

Supervision.

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers will be under the direct supervision of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training.

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.
- Lecturing on special topics
- Assisting in technology
- Helping set up science experiments
- Acting as hostess for school functions
- Coaching
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Orientation.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including

what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- C. All volunteers will be oriented on the following:
 - Volunteer guidelines, policies and procedures
 - Expectations for creating positive school climate
 - Safety and security issues
 - Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.
 - Transportation
 - Dress Code
 - Sexual Harassment
 - Blood borne pathogens
- D. Volunteers may receive initial training from any Notus school or from the district office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.
- E. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.
- F. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the district office or at a local school each month.

Termination.

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of the District rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.

- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.
- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitate termination.

Procedure History:

Adopted on: November 9, 2009

Revised on: November 8, 2010

Reviewed on: April 11, 2011