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STAPLES-MOTLEY SCHOOL DISTRICT #600
PARENT VOLUNTEER POLICY

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board regarding volunteers to school buildings and other school property. It is not the intent of this policy to inhibit parent and community involvement in regularly scheduled or special events.

II. GENERAL STATEMENT OF POLICY

- A. The Staples-Motley School Board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee.
- C. Volunteers in District 2170 are those who voluntarily serve in a supportive role to extend educational opportunities to the students. The term "volunteer" refers to those persons who are not paid for time or services given, whose role is to support a teacher or professional with a school activity. It does not include students who serve as tutors or aids in other supervised programs.

III. RESPONSIBILITY

- A. The volunteer is responsible for assisting the teacher or other staff in tasks assigned or directed by that staff person. A volunteer understands the professional responsibility and may *assist* the staff in meeting those goals. A volunteer is a resource, and may be requested, directed and evaluated by staff and administrators.
- B. The teacher / staff is responsible for all professional functions. The volunteer ~~/visitor~~ realizes it is the teacher who: organizes and manages the classroom, plans teaching styles, directs learning styles and assignments. The teacher is responsible for requesting volunteer services, and safeguarding privacy rights of pupils. For the safety of student and volunteers it is suggested that the teacher supervisor classroom conditions and allow volunteers to work in a highly visible area.
- C. The Principal / Building Administrator is responsible for the volunteers working with staff and may delegate appropriate supervision. The Principal is responsible for the supervision of all individuals in the building, including volunteers.

IV. VOLUNTEER LIMITATION

- A. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the ~~visitor(s) or volunteer(s)~~ does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

V. CRIMINAL BACKGROUND CHECK

A. No department or program will have volunteers working with students on a regular basis until that volunteer has a completed criminal background check on file with the school. By “regular basis” it is defined as more than two hours per week, or 8 hours per month, or 104 hours per calendar year, whichever is appropriate. An exception for this procedure will be a parent who is working with his or her child’s class or program. The building principal or program supervisor shall determine the method of paying for the volunteer criminal background check, since these individuals are not school employees.

B. Volunteer examples:

- Vision/ Health screening aids, Judges for Science Fair, AAA, Knowledge Bowl, Etc. EXEMPT
- Driver for an activity Single event or two hours total/ EXEMPT
All others subject to the policy requiring a check unless parent of one child
- Sports/ Athletics Any amount of time that is expected to exceed the two hours per week would be subject to the policy
- Office help/ Classroom Assistant Subject to the two hour per week limit
- Sports, not sponsored by school Subject to the policy, unless the facilities are being leased by the activity or have supervision covered by that organization’s policies.
- Plays Subject to the policy, unless own child is involved.

VI. PROCEDURES

The following procedures and requirements pertain to all Staples-Motley School programs regardless of the location site.

- A. Volunteers must check into the building office before proceeding to their delegated supervisor or area.
- B. Volunteers are to be approved by the Program Administrator and are under the direct supervision of the person in charge of the program. A background search must be done for all volunteers, subject to the above provisions, before a person can start.
- C. The volunteer’s tasks and duties will be assigned by the person in charge.
- D. Each building / program should develop a handbook or list of procedures as a guide for volunteers and visitors.