

## **Volunteer Program Process for Schools**

The District may operate a volunteer program. The program shall be designed and implemented in a safety-conscious manner but shall in no way overly consume district resources, monetary or otherwise.

### **Volunteer Screening**

Methods used to screen volunteers shall in no way disproportionately discriminate against any protected class. Anyone wishing to volunteer in district schools shall complete a volunteer application. Completion of this application is a prerequisite for obtaining permission to volunteer in district schools. The application at a minimum, require volunteers to list qualifications, supply professional references, and attest that they have never been arrested for or convicted of a crime.

The Superintendent, designee, or building principal shall evaluate whether the volunteer is qualified after checking the volunteer's references and comparing the application with volunteer job needs.

The Superintendent or designee shall determine the risk associated with each volunteer position based upon, but not limited to, the following criteria:

- The vulnerability of the individual(s) served by the volunteer;
- The amount of district supervision over the volunteer;
- The degree of potential for the volunteer to have regular unsupervised contact with a student or students;
- The degree of potential for a volunteer to build a sustainable and/or trusting relationship with a student or student(s).

Based on that assessment, volunteers may be required to submit to a state and/or federal criminal history record check including sexual offender registries in all states where the volunteer resided. (A volunteer is exempt from this requirement if they have undergone a criminal history check through the District in the last three years and, having satisfied district standards, received approval to volunteer.)

Prior to entering the building, all visitors, including volunteers, are required to utilize the district's visitor management system and scan their government issued ID. This will check sex offender databases in all 50 U.S. states.

### **Review and Determination**

The Superintendent, their designee, and/or building principal shall review volunteer applicants' criminal history records, shall make final determinations about suitability for service, and would be authorized to offer qualified volunteer's positions with the District.

Volunteers would normally be disqualified for service without question for the following reasons:

- The volunteer has committed a felony,

- The volunteer has committed a sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim. OR
- The applicant falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

The District is not obligated to utilize the services of a volunteer who, in the administrator’s judgment, exhibits qualities inconsistent with the district’s mission, potentially disruptive to district operations, or potentially threatening to district safety.

**Notification of Disqualification**

The potential direct supervisor or the building principal or designee will confirm in writing any disqualification with the potential volunteer.

**Rights to Records**

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the personnel records policy.

**Disciplinary Sanctions & Authority**

Except when an emergency situation would warrant otherwise, volunteers shall perform only those duties that they are assigned and abide by applicable policies, procedures, and rules. Failure to comply with these requirements may result in disciplinary action up to and including dismissal from service. The direct supervisor is responsible for disciplining and dismissing volunteers.

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