School Volunteer Program

The District welcomes volunteers. Volunteer contributions shall be managed in a safety-conscious manner, but shall in no way overly consume district resources, monetary or otherwise.

Job Descriptions

The Superintendent is charged with developing job descriptions for each volunteer position. Descriptions shall, at a minimum, list all screening prerequisites, required training and minimum qualifications, the scope of job duties associated with each position, and the name and title of the district employee charged with supervising the volunteer.

Job descriptions will be disseminated to potential volunteers upon application. A volunteer's handbook agreement to follow the job description shall be required at the time the District offers a position to the individual.

Volunteer Screening

Anyone wishing to volunteer in district schools shall inquire with a principal or Central Office. An application is a prerequisite for obtaining permission to volunteer in district schools. The application shall be developed by the Superintendent and shall, at a minimum, require volunteers to list qualifications, supply professional references, and attest that they have never been convicted of a crime. Methods used to screen volunteers shall in no way discriminate against any protected status.

The building principal shall evaluate whether the volunteer is qualified to volunteer after checking the volunteer's references and comparing the volunteer's application with the applicable volunteer job description. Individuals deemed qualified by the building principal shall be considered final applicants for volunteer positions.

All final applicants for volunteer positions are subject to background checks regardless of whether or not student contact is expected. A final applicant is exempt from this requirement if they have undergone a criminal history check through the District in the last five years and, having satisfied district adjudication standards, received approval to volunteer.

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

1. The vulnerability of the individual(s) served by the volunteer;

2. The amount of district supervision over the volunteer;

3. The degree of potential for the volunteer to have regular unsupervised contact with a student or students;

4. The degree of potential for a volunteer to build a sustainable and/or trusting relationship with a student or student(s).

Adjudication
The building principal, in consultation with the Human Resources Director, shall adjudicate final volunteer applicants' criminal history records, shall make final determinations about suitability for service, and is authorized to offer qualified final applicants positions with the District.

The District is not obligated to utilize the services of any final applicant who, in the adjudicator's judgment, exhibits qualities inconsistent with the district's mission, potentially disruptive to district operations, or potentially threatening to district safety. Final volunteer applicants shall be disqualified for service for at least the following reasons:

1. The applicant has committed a felony, 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.

2. The applicant falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

Final Applicant Rights
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. The adjudicator shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete their criminal history record or decline to do so before making a determination on qualification for service.

Orientation and Training
Volunteers must abide by district policies. The building principal shall make volunteers aware of these policies, procedures, and rules before they begin service through a volunteer orientation, volunteer handbook, or other means and shall inform volunteers of the requirement to abide by these policies, procedures, and rules regardless of whether or not volunteers are specifically named in them. Volunteers shall agree in writing to this requirement prior to performing services for the District.

Volunteers shall also receive any required training as delineated in the job description prior to performing services. It is the responsibility of the building to ensure that all volunteers receive the appropriate training.

Fees for Volunteers
Bismarck Public Schools recognizes the value of volunteers and does not seek to pose obstacles to bona-fide volunteer efforts for education purposes. It is assumed most volunteers do not seek remuneration for their volunteer work. However, it is recognized there are cases where

remuneration may be requested. In order to ensure uniformity, fairness, and compliance with wage and hour laws on nominal fees for volunteers, BPS shall permit payment of nominal fees to volunteers for their services without the volunteer losing their status as a volunteer. Note that fees must be pre-approved by the Superintendent and budgeted for in advance.

The nominal fee must be less than 20 percent of normal wage for similar service (i.e., a coach who volunteers may be paid expenses, reasonable benefits, or a nominal fee of 20% of regular wages for a similar paid position in the District.)

Disciplinary Sanctions and 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 building principal is responsible for disciplining and dismissing volunteers.

Insurance

The District will provide liability protection for volunteers while performing assigned duties for the District.

Complementary Documents

- DBAA, Recruitment, Hiring, and Background Checks for Classified Personnel
- DBAC, Recruitment and Selection of Instructional Staff
- KABB-E, Volunteer Confidentiality Rules

End of Bismarck Public School District Policy KAAB

Adopted: 7/1/2015
Revised: 10/27/2023