

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 Superintendent. The following procedural guidelines are set with regard to volunteers.

All potential volunteer assistants must:

1. Complete the district's Volunteer Application.
2. Complete the fingerprinting process through the district office.
3. Complete a criminal background check. ***Any applicant who falsifies information or does not disclose prior criminal background will not be eligible to volunteer.***

Volunteer Requirements

When acting in the capacity of a volunteer, the District requires the following:

1. Volunteers shall work with students in areas designated by school staff;
2. Volunteers shall treat all students equally;
3. Volunteers shall not promote religious doctrines or beliefs, political candidates or parties, or commercial products;
4. Volunteers must refer disciplinary issues to the student's teacher;
5. Volunteers shall not be in possession of or under the influence of alcohol or illegal substances; and
6. Volunteers shall not smoke, use tobacco products, or vape on school grounds or supervised trips.

Background Check

The District shall conduct, ***at the volunteer's 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 until the volunteer has undergone the required background check.

The District will receive notice once the background check has been completed. The Principal will receive direction from the District and notify the volunteer of their eligibility for volunteering.

If a background check reveals evidence of convictions, findings from a court of law, or findings from a disciplinary board, the applicant will not be recommended. Actions deemed unacceptable for volunteers include, but are not limited to, the following:

1. Convicted of any crimes against persons;
2. Found to have sexually assaulted a minor;
3. Found to have sexually abused a minor;
4. Found to have exploited a minor;
5. Found to have physically abused a minor;
6. Found to have sexually assaulted a current or prior spouse;
7. Found to have physically abused a current or prior spouse;
8. Found to have contributed to the delinquency of a minor; or
9. Found to have distributed illegal substances.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the applicant failed to disclose as required on the District application form, the application for volunteer assignment shall be rejected.

If the criminal background check confirms a conviction or pending charge which the applicant acknowledged on the application form, a determination shall be made by the Superintendent whether or not to reject the application.

Supervision

All volunteers shall provide assistance only under the direct supervision of an employee of the district.

If a volunteer is inappropriately dressed, the volunteer shall be required to remedy their attire before volunteering with students.

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

If a volunteer jeopardizes the security or safety of a facility or office, the volunteer shall be dismissed as a volunteer.

If a volunteer uses inappropriate language or makes derogatory comments to a student, the volunteer shall be dismissed as a volunteer.

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 building principal.

Orientation and Training

The Superintendent shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis.

Each school shall hold volunteer orientation on the following:

- A. Volunteer guidelines, policies, and procedures;
- B. Volunteer Code of Confidentiality;
- C. Expectations for creating positive school climate;
- D. Safety and security issues;
- E. Transportation;
- F. Dress code;
- G. Sexual harassment; and
- H. Blood borne pathogens

Orientations shall be scheduled with flexibility to accommodate applicant's availability.

Duties and Responsibilities

A volunteer's assignment shall be limited to assisting staff members with duties as determined in collaboration with the volunteer and district staff. In some instances, volunteers may perform 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.

Volunteers will supplement and enrich programs and services in the District.

Termination

A volunteer can be dismissed from serving for the following:

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the District rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Activities that threaten the safety of students, staff, or the volunteer;
5. Activities that threaten the sanctity or security of the educational environment;
6. Erratic behavior or unreliable attendance;
7. Sexual misconduct;

8. Establishing inappropriate relationships with students; and
9. Criminal charges or conviction of a crime after application approval.

The inability to cooperate and work effectively with staff and students may be cause for dismissal.

Procedure History:

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