School District 51
MESA COUNTY VALLEY
Engage, Equip, and Empower

School District 51
Volunteer Guidelines, Expectations and Resources
2025-2026

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School District 51 volunteers are people in the community

who share their time, their talents and their skills with students.

Opportunities & Expectations

Where can I help?

- In Classroom Help
- Reading Aide
- Assist in the Office or Library
- Volunteer Coaching
- Field Trips/Marching Band
- Extra-Curricular Activities
- Art Heritage Program
- Crossing Guard Duty
- Watch D.O.G.S
- Lunch Lizard Program
- RSVP
- Spellbinders

What is expected of volunteers:

- Complete the required volunteer paperwork
- If a background check is required, please complete the required steps
- Sign in upon arrival and sign out
- If the school issues a volunteer badge or name tag, please wear this identification
- Be reliable
- Be honest
- Be patient
- Observe the volunteer code of conduct
- Be a positive role model
- Communicate with staff
- Wear a face mask if required

Process

What paperwork do volunteers need to complete?

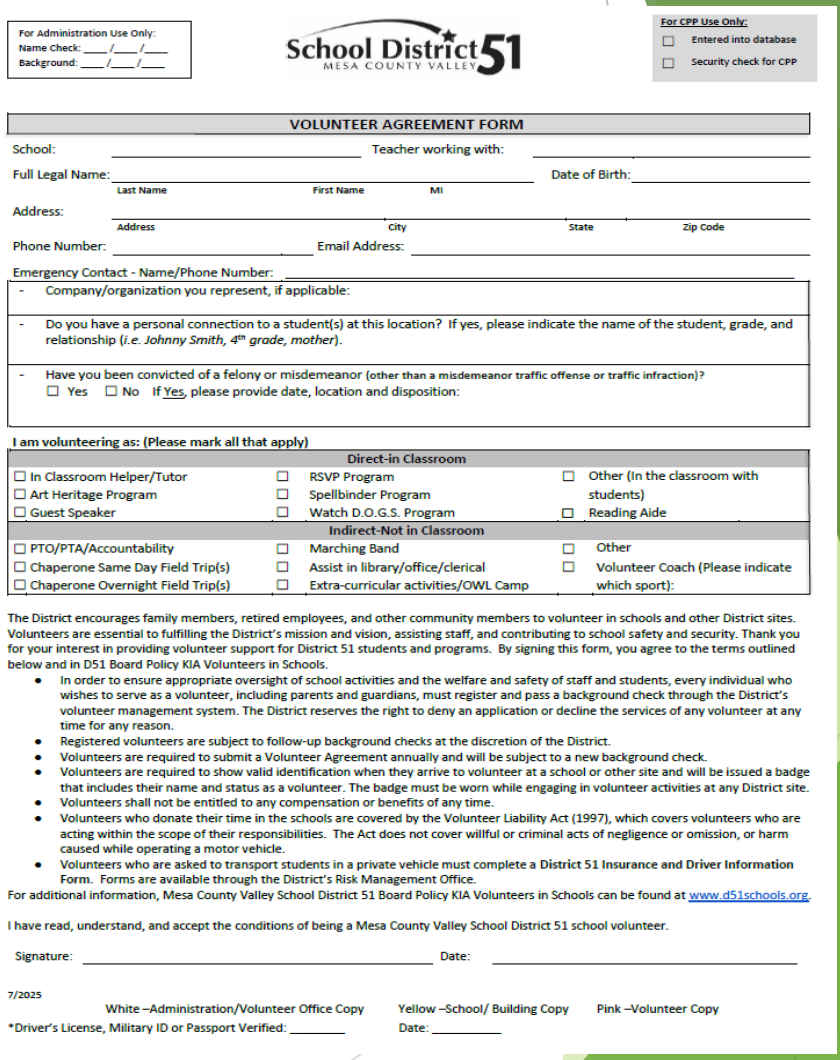
- All volunteers are required to complete a volunteer agreement form for each school year.
- Volunteer coaches will need to complete a volunteer agreement form and the volunteer coaching form.
- Both of these forms are available at your school.

Who is required to complete a background check and why?

A background check is required any time a volunteer will be working ONE ON ONE with students.

This includes, but is not limited to:

Classroom volunteer working one on one with students
Overnight field trips
Driving students (example on a field trip) *Riding the bus
Marching band trips
Volunteer coaching
Some extracurricular activities
Reading aide (when a volunteer works with a student in the hallway)
RSVP Volunteers
Watch D.O.G.S.
Lunch Lizard
Online tutoring



For Administration Use Only:
Name Check: ___/___/___
Background: ___/___/___

School District 51
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For CPP Use Only:
☐ Entered into database
☐ Security check for CPP

VOLUNTEER AGREEMENT FORM

School: _____ Teacher working with: _____

Full Legal Name: _____ Date of Birth: _____
Last Name First Name MI

Address: _____
Address City State Zip Code

Phone Number: _____ Email Address: _____

Emergency Contact - Name/Phone Number: _____

- Company/organization you represent, if applicable:
- Do you have a personal connection to a student(s) at this location? If yes, please indicate the name of the student, grade, and relationship (*i.e. Johnny Smith, 4th grade, mother*).
- Have you been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?
  ☐ Yes ☐ No If Yes, please provide date, location and disposition:

I am volunteering as: (Please mark all that apply)

Direct-in Classroom		
☐ In Classroom Helper/Tutor	☐ RSVP Program	☐ Other (In the classroom with students)
☐ Art Heritage Program	☐ Spellbinder Program	
☐ Guest Speaker	☐ Watch D.O.G.S. Program	☐ Reading Aide
Indirect-Not in Classroom		
☐ PTO/PTA/Accountability	☐ Marching Band	☐ Other
☐ Chaperone Same Day Field Trip(s)	☐ Assist in library/office/clerical	☐ Volunteer Coach (Please indicate which sport):
☐ Chaperone Overnight Field Trip(s)	☐ Extra-curricular activities/OWL Camp	

The District encourages family members, retired employees, and other community members to volunteer in schools and other District sites. Volunteers are essential to fulfilling the District's mission and vision, assisting staff, and contributing to school safety and security. Thank you for your interest in providing volunteer support for District 51 students and programs. By signing this form, you agree to the terms outlined below and in D51 Board Policy KIA Volunteers in Schools.

- In order to ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a volunteer, including parents and guardians, must register and pass a background check through the District's volunteer management system. The District reserves the right to deny an application or decline the services of any volunteer at any time for any reason.
- Registered volunteers are subject to follow-up background checks at the discretion of the District.
- Volunteers are required to submit a Volunteer Agreement annually and will be subject to a new background check.
- Volunteers are required to show valid identification when they arrive to volunteer at a school or other site and will be issued a badge that includes their name and status as a volunteer. The badge must be worn while engaging in volunteer activities at any District site.
- Volunteers shall not be entitled to any compensation or benefits of any time.
- Volunteers who donate their time in the schools are covered by the Volunteer Liability Act (1997), which covers volunteers who are acting within the scope of their responsibilities. The Act does not cover willful or criminal acts of negligence or omission, or harm caused while operating a motor vehicle.
- Volunteers who are asked to transport students in a private vehicle must complete a **District 51 Insurance and Driver Information Form**. Forms are available through the District's Risk Management Office.

For additional information, Mesa County Valley School District 51 Board Policy KIA Volunteers in Schools can be found at www.d51schools.org.

I have read, understand, and accept the conditions of being a Mesa County Valley School District 51 school volunteer.

Signature: _____ Date: _____

7/2025

White –Administration/Volunteer Office Copy Yellow –School/ Building Copy Pink –Volunteer Copy

*Driver's License, Military ID or Passport Verified: _____ Date: _____

District 51 Staff should never leave a volunteer one on one with students if they have not completed and passed a volunteer background check.

Background

- **Step One** – The volunteer will need to call or email April Hart in the Volunteer/Community Partners Office to set up an appointment to complete the background paperwork as well as to schedule their fingerprint appointment. The volunteer will also receive a payment code. This meeting will take approx. 15-20 minutes and is by <u>appointment only</u>.

  Email: april.hart@d51schools.org **Phone:** 970.254.5114
  Location: 2115 Grand Avenue, Grand Junction, CO 81501
  Office Hours: Monday – Thursday 7:00 a.m. – 4:00 p.m.

- **Step Two** – After meeting with April the volunteer will go to their appointment at the assigned fingerprinting office to be fingerprinted.

- **Step Three** – Once the volunteer background has cleared the school volunteer coordinator will be notified and let the volunteer know that they are approved to volunteer at the school.

- **Step Four** – The volunteer background will be kept on file for 5 years. Once the background expires the volunteer will be required to complete a new background check.

- Please allow 3-4 weeks for the background process.
- If you will be attending a field trip, please schedule your background appointment at least four weeks prior to the trip if not sooner.
- The school district cannot guarantee how long it will take to process your background.
- If your background is not processed by the time of the field trip, you will not be able to attend. <u>NO EXCEPTIONS</u>.

- **Please Note** –School District 51 cannot accept backgrounds from any other agency. The District is required to run a separate background check. If a volunteer does not go through the volunteer office, their background will not be accepted.

- **Confidentiality** -

  As a volunteer, you may become aware of confidential student information through your interactions at the school. It is essential to respect the privacy of all students. Do not discuss student performance, behavior, or personal information with anyone other than appropriate school staff or the volunteer coordinator. Sharing such information with other volunteers, parents, or community members is strictly prohibited.

- **Dependability** -

  Please be dependable. The teachers and staff have planned activities/projects for you and the students. If you are not available, please be considerate of those depending on you and notify the office.

- **Communication** -

  Your volunteer work should be a learning experience for you. When you have concerns or questions about school policies and procedures please address this with the teacher, school volunteer coordinator or principal.

- **Support** -

  As a school volunteer, you will be in a support position. Your role is to support the classroom teacher, staff and the principal of the building as they are responsible for the education of the students at school.

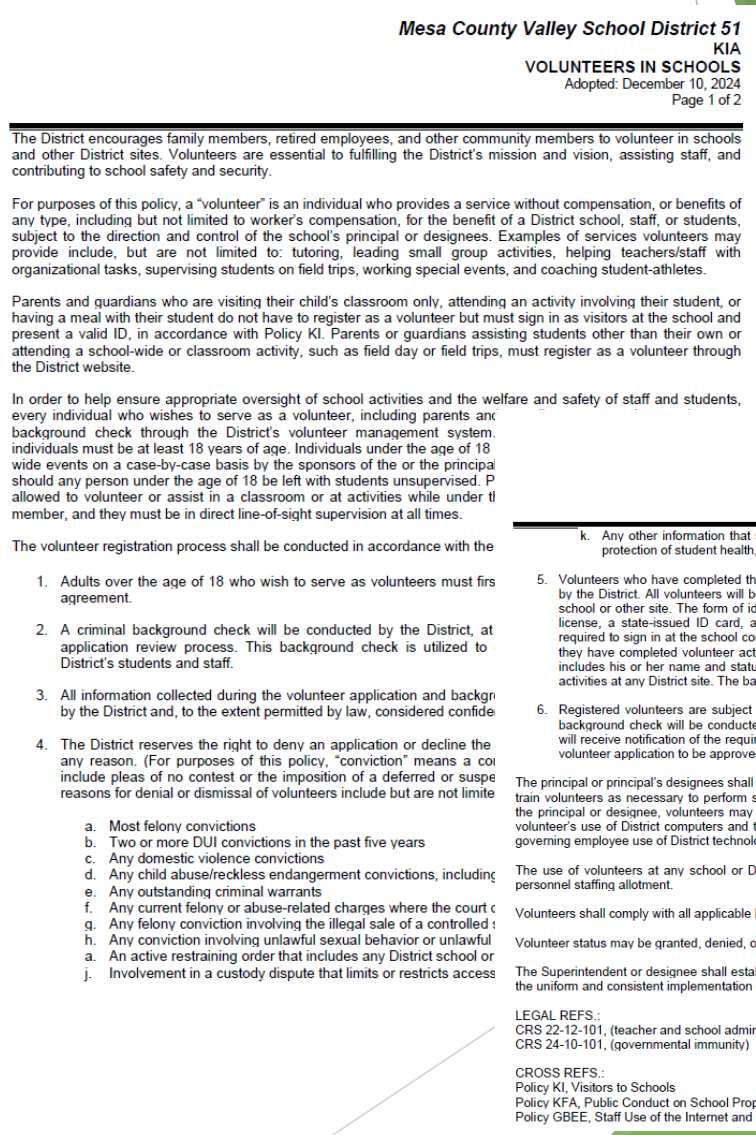
- **Attitude** -

  Come to school with a positive attitude, one that will say to the students, "You are so special. I'm glad that I have an opportunity to work with you."

Volunteer Board Policy:

https://www.mesa.k12.co.us/board/policies/documents//KIA.pdf

Volunteer Code of Conduct and School Board Policy KIA



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The District encourages family members, retired employees, and other community members to volunteer in schools and other District sites. Volunteers are essential to fulfilling the District's mission and vision, assisting staff, and contributing to school safety and security.

For purposes of this policy, a "volunteer" is an individual who provides a service without compensation, or benefits of any type, including but not limited to worker's compensation, for the benefit of a District school, staff, or students, subject to the direction and control of the school's principal or designees. Examples of services volunteers may provide include, but are not limited to: tutoring, leading small group activities, helping teachers/staff with organizational tasks, supervising students on field trips, working special events, and coaching student-athletes.

Parents and guardians who are visiting their child's classroom only, attending an activity involving their student, or having a meal with their student do not have to register as a volunteer but must sign in as visitors at the school and present a valid ID, in accordance with Policy KI. Parents or guardians assisting students other than their own or attending a school-wide or classroom activity, such as field day or field trips, must register as a volunteer through the District website.

In order to help ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a volunteer, including parents and
background check through the District's volunteer management system.
individuals must be at least 18 years of age. Individuals under the age of 18
wide events on a case-by-case basis by the sponsors of the or the principal
should any person under the age of 18 be left with students unsupervised. P
allowed to volunteer or assist in a classroom or at activities while under t
member, and they must be in direct line-of-sight supervision at all times.

The volunteer registration process shall be conducted in accordance with the

1. Adults over the age of 18 who wish to serve as volunteers must firs
   agreement.

2. A criminal background check will be conducted by the District, at
   application review process. This background check is utilized to
   District's students and staff.

3. All information collected during the volunteer application and backgr
   by the District and, to the extent permitted by law, considered confide

4. The District reserves the right to deny an application or decline the
   any reason. (For purposes of this policy, "conviction" means a co
   include pleas of no contest or the imposition of a deferred or suspe
   reasons for denial or dismissal of volunteers include but are not limite

   a. Most felony convictions
   b. Two or more DUI convictions in the past five years
   c. Any domestic violence convictions
   d. Any child abuse/reckless endangerment convictions, including
   e. Any outstanding criminal warrants
   f. Any current felony or abuse-related charges where the court
   g. Any felony conviction involving the illegal sale of a controlled
   h. Any conviction involving unlawful sexual behavior or unlawful
   a. An active restraining order that includes any District school or
   j. Involvement in a custody dispute that limits or restricts access

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   k. Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, or safety.

5. Volunteers who have completed the application will receive a notice if their application has been approved by the District. All volunteers will be required to show valid identification when they arrive to volunteer at a school or other site. The form of identification can include but is not limited to, a valid state-issued driver's license, a state-issued ID card, a valid military-issued ID card, or a valid passport. Volunteers will be required to sign in at the school computer kiosk to log volunteer hours and will be required to sign out once they have completed volunteer activities. Once a volunteer signs in, he or she will be issued a badge that includes his or her name and status as a volunteer. This badge must be worn while engaging in volunteer activities at any District site. The badge can be removed after logging out as a volunteer and leaving the site.

6. Registered volunteers are subject to follow-up background checks at the discretion of the District. A new background check will be conducted a year after the original volunteer application is approved. Volunteers will receive notification of the requirement for a new background check and will be required to submit a new volunteer application to be approved as a volunteer in the school district.

The principal or principal's designees shall identify appropriate services for volunteers serving each school and shall train volunteers as necessary to perform such services. To the extent necessary to perform services assigned by the principal or designee, volunteers may be authorized to use District computers and receive Internet access. A volunteer's use of District computers and the Internet shall be subject to the terms and conditions of Policy GBEE governing employee use of District technology.

The use of volunteers at any school or District activity shall not conflict with or replace any regularly authorized personnel staffing allotment.

Volunteers shall comply with all applicable Board policies and regulations, as well as with all applicable school rules.

Volunteer status may be granted, denied, or revoked at any time at the District's discretion.

The Superintendent or designee shall establish regulation or administrative guidelines to assist District personnel in the uniform and consistent implementation of this policy.

LEGAL REFS.:
CRS 22-12-101, (teacher and school administrator protection act)
CRS 24-10-101, (governmental immunity)

CROSS REFS.:
Policy KI, Visitors to Schools
Policy KFA, Public Conduct on School Property
Policy GBEE, Staff Use of the Internet and Electronic Communications

Volunteer Do's & Don'ts

- DO
  - Notify staff of any questions or concerns
  - Complete all required volunteer paperwork
  - Complete a background check if one is required
  - Set a good example for students
  - Notify staff if a student is being difficult and let the staff address the issue
  - Be mindful if a student has an IEP/learning and/or behavior disability
    - This student may require additional support
    - Notify staff if you are not able to provide this support

- DON'T
  - Complete your child's schoolwork
  - Ignore staff direction
  - Share student information with anyone other than staff
  - Discipline students
  - Yell or argue with students
  - Keep any student concerns from staff
  - Bypass the volunteer background check if one is required
  - Assume because you are visiting the school the volunteer process does not apply to you – you are still a guest and need to check in through the proper channels
  - Try to implement your own volunteer program or ideas without going through the District Volunteer and Safety Offices first for approval

Safety

- Emergencies –

  In case of an emergency or when you have concerns for student safety, please report your concerns immediately to school personnel. Your school has specific procedural guidelines. In case of a life threatening emergency, call 911.

- Checking In and Identification –

  As a safety precaution for you and the school, the school district requires that all volunteers sign in and out with the front office when volunteering at the schools. In addition please wear the school issued volunteer badge or name tag.

- Drills –

  All volunteers are required to follow staff instruction in the event of a drill or real emergency. This includes fire drills, shelter in place and lockdowns. Please be a resource not a barrier. Address safety questions or concerns with school personnel and the district safety team.

- Volunteer Termination –

  At any time if a school administrator feels that a volunteer is not a good fit or safe for their school, the principal of that school retains the right to end the volunteer agreement. In addition the staff of the school has the right to assign a parent volunteer in a different classroom from their child's if they feel this placement is necessary.

Resources

- School Contacts:
  - Teacher
  - School Volunteer Coordinator/Secretary
  - Principal
- District Contacts:
  - April Hart, Volunteer Coordinator
  - Andy Means, Director of Safety and Risk Management

- Volunteer School Board Policy
- Volunteer Agreement Form (Pink Copy)
- Volunteer Information Power Point
- Volunteer Handouts
- www.D51schools.org