

District Volunteer Program

The district supports the use of parents and community volunteers to ensure student and staff safety in both instructional and non-instructional roles.

Program Goals

1. To provide parents and patrons access to classroom and programs while monitoring the safety and security of district students and staff.
2. To provide assistance to teachers in meeting the needs of individual students and to enrich the curriculum.
3. To increase student motivation and learning.
4. To strengthen positive connections between home and school.

Recruitment and Communication

1. Principals will communicate visitor and volunteer protocol through appropriate means such as newsletters, school websites and/or posting by the school main office.
2. Principals will keep volunteer applications and a current list of volunteers at each school.
3. Volunteers may be recruited for any purpose in accord with district policies as approved by the principal.
4. Volunteers will not be paid and are not employees or agents of the district.
5. School employees acting outside the duties of their normal position may serve as volunteers when approved by the principal.

Volunteer Training

1. All volunteers will wear and make readily visible a Volunteer Badge at all times while in the school.
2. All volunteers will receive information and training as needed regarding professional conduct, school rules and student safety.
3. For volunteer activities which occur on a regular basis, the principal will provide training in:
 - a. General policies;
 - b. Confidentiality;
 - c. School routines and other procedures appropriate to the assignment.

Evaluation

Each principal will annually review the school volunteer program relative to participation and program quality.

Use of Background Checks

1. Building administration will determine if a parent or community member's school participation will be considered as voluntary
2. A background check will be required for each volunteer who will have direct, unsupervised contact with students through the following process:
 - a. The prospective volunteer must complete the district form, A Criminal History Authorization of Volunteers, to authorize a background check and present a government-issued identification card showing a minimum of name, date of birth and identifiable photograph to a designated school office employee.
 - b. Upon concurrence of the prospective volunteer's name and date of birth, the school office employee will submit the background check authorization to the human resources department where an nationwide background check will be submitted to a State agency for processing.
 - c. Upon receipt by the human resources department of the results of the background check, the school administration will be advised of approval or denial of the request to volunteer.
3. At the principal's discretion, individuals may be allowed to perform limited volunteer services while background checks are being conducted.
4. Any volunteer refusing to consent to a background check; or making a false statement regarding conviction of a crime; or having been convicted of a crime prohibited for school employees (listed below) shall be suspended from providing further service. Individuals charged with any of the crimes listed below may also be prohibited from serving as a volunteer as determined by the principal. The principal suspending a volunteer will report the name of the individual to the superintendent.
5. Any individual prohibited from volunteering for any reason may file a written appeal with the superintendent. If the superintendent's decision is unsatisfactory, the volunteer may submit a written appeal to the Board for consideration within the next 30 working days.