

AR 1250 VOLUNTEER ASSISTANCE

The Petersburg School District believes that volunteers play a major role in working to advance the athletic and educational goals of the district and that volunteers can help create a safer environment for our students and staff. In support of this belief, the following Administrative Regulation (AR) will help provide direction for this additional collaboration between the community and school:

Definitions:

Volunteer: A person who provides services without compensation and is provided with a set schedule and volunteer assignment by a building level administrator. For the purposes of this AR the following are notable examples to follow:

1. Please note that individuals supporting activities during the academic day (For example, working in the concession stands or cooking for events in the Home Economics Room are not considered volunteers for the purpose of this AR.
2. Please note that overnight chaperones are considered for the purposes of this AR to be volunteers.

Visitor: A person who visits the school without being provided an assignment and/or set schedule during the academic day by a building level administrator. A visitor is not considered as a volunteer for the purposes of this AR.

Positive Identification: A government issued identification with a photo of the volunteer will be considered positive identification. Passports, Military ID, State ID, Tribal ID and/or Driver's License are all examples of positive identification.

Process:

All volunteers will be required to fill out the District Volunteer Application, be positively identified, checked against the Sex Offender Registry and pass a criminal background check.

Administrators will provide training to volunteers in the following areas prior to beginning their volunteerism:

- 1) Reporting requirements.
- 2) Expectations during emergency operations or drills.
- 3) Sign in procedures and building and grounds' access.
- 4) As of June 30, 2017 a new category of Mandatory Reporters came into effect. Volunteers who interact with children in a public or private school for four or more hours a week are considered to be Mandatory Reporters. State law ([A.S.](#)

[47.17.020](#)) requires that persons who are mandatory reporters, who in the performance of their volunteer duties have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect, shall immediately report the harm to their building supervisor, as well as, the Office of Children's Services (OCS) as required by law. Mandatory reporters must report suspected abuse or neglect immediately, which means as soon as reasonably possible and no later than within 24 hours.

Building administrators, or designees, will communicate with volunteers when their ability to volunteer has been approved, and then coordinate a time to provide volunteers with the training items for the role.

Adopted 1/2025

Petersburg School District