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## VOLUNTEERS

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The district encourages maximum involvement of volunteers. The involvement promotes good school-community relations and allows us to enhance our educational program. The presence of volunteers encourages caring and respectful communication between youth and adults and it also allows the volunteer to share his/her knowledge about the educational process in Three Rivers School District public schools with the community.

The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of district personnel. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the safety, welfare and educational growth of students.

1. Volunteers must:
  - a. Complete the Volunteer Application form;
  - b. Complete the criminal history background check form;
  - c. If transporting students in a privately owned vehicle, volunteers must complete the Permission for Use of Private Vehicle form and be approved by the building principal. (Refer to and comply with Board policy EEAE).
2. Criminal history background checks will be processed for all volunteers. This background check must be cleared before the person may volunteer. Any confirmed criminal record or falsification of any answer on the criminal history background check shall subject the individual to termination as a volunteer.
3. All applications should be retained by school year for five years.
4. Programs and instances that would require a volunteer to complete the volunteer process would include, but not be limited to:
  - a. Any time a volunteer works one-on-one with a student in the absence of a supervisor;
  - b. Mentoring program;
  - c. Student shadowing program, when contact is primarily one-on-one;
  - d. Lunch buddy program;
  - e. Field trips.
5. Programs that may not require the volunteer process could include, but not limited to:
  - a. When as part of an educational program, a student is volunteering in a school or business; i.e., students volunteering in a business setting, school offices or administration building;
  - b. When a class or group of students assists another classroom of students in a supervised environment; i.e., ELL assisting another class of students; Cougar Pals, etc.
6. Volunteers will not meet or take students off campus.
7. Volunteers will not work with students one-on-one outside of normal school hours. The exception is if there is an agreement arranged between the parent/guardian and the volunteer. The district views this arrangement as an agreement between the parent/guardian and volunteer, and not a district responsibility.
8. Nonexempt district employees may not volunteer to perform services on behalf of the district unless they are considered "bona fide volunteers." An employee is a bona fide volunteer if:

- a. The employee's service are offered freely and without pressure or coercion, direct or implied, from the district; and
- b. The employee does not engage in the same or similar type of volunteer services as he/she performs in his/her regular job.

As provided by law, nonexempt employees will not be permitted to volunteer to perform their regular work duties or the same type of duties off the clock and without compensation. The requirement of the Fair Labor Standards Act (FLSA) cannot be waived by the employee or the district. Nonexempt employees who volunteer to perform services for the district will be required to complete the district's Volunteer Agreement form verifying that they are volunteering to perform services and such services are not performed in the course of their regular employment.