

## **DRAFT AR 1250 VOLUNTEER ASSISTANCE**

The Superintendent or designee shall use best practices to establish appropriate controls to protect the safety of both students and volunteers/chaperones.

Use of school volunteers/chaperones shall be identified and coordinated through the school principal or designee to ensure that their services are used in a manner that enriches student programs. The principal or designee will answer questions and provide support as appropriate, as well as ensure that volunteers/chaperones are informed of school rules, expectations, and routines. To ensure the safety of students and the smooth operation of the educational program, the principal or designee may decline the service of any volunteer/chaperone.

A **CCSD Volunteer/Chaperone Application** and **Background Check** shall be required for all individuals, prior to serving as a District volunteer/chaperone. A master register of all approved volunteers/chaperones will be kept by the District. To ensure the safety of students, the District reserves the right to remove any volunteer/chaperone from the master register at any time. A register of all volunteer/chaperone activity will be kept in the office at each school. All volunteers/chaperones are required to check-in and sign-in as well as check-out and sign-out in the appropriate school office each time they volunteer/chaperone during the instructional school day. Additionally, all volunteers/chaperones are required to wear a volunteer/chaperone badge when providing services during the instructional school day.

A convicted sex offender or child kidnapper is prohibited from serving as a school volunteer/chaperone. They are also prohibited from acting as a school or classroom guest speaker or instructor, serving on any School, District, or Board-appointed committee, and will not represent the District or its schools in any capacity. Recognizing that all students have the right to a public education in a safe and positive environment, the Board prohibits any sex offender or child kidnapper from being on District property, except as authorized by CCSD Board Policy 3515.5. In no event will entrance onto District property be allowed if prohibited by court order. The District will contact law enforcement when a convicted sex offender or child kidnapper violates District policy, regulation, or procedure.

Individuals acting as volunteers/chaperones in the school, classrooms, or other instructional settings, as well as in co-curricular or extra-curricular activities/events, must be supervised by school personnel. The specific conditions of supervision will be approved and monitored by the school principal or designee.

Like employees and students, volunteers/chaperones shall act in accordance with all District policies and regulations.

Note: Pursuant to [AS 47.17.020\(a\)\(9\)](#), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. [AS 47.17.020\(a\)](#) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

### **Mandatory Reporting Training**

Volunteers who interact with children for more than four (4) hours per work are required to complete mandatory reporting training. This direction will be provided by the school principal.

Current, working District employees acting in a volunteer/chaperone capacity are exempt from the Volunteer/Chaperone Application given they already have an application and approved background check on file with the District. Former, non-working District employees shall abide by the procedures above and set forth by AR 1250.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

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**DRAFT Craig City School District**