

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

### **Definitions**

‘Parent Guardian Volunteer’ – Refers to a parent or guardian who is only in the building once or twice a year to participate in a birthday party or other irregular activity involving their own child or grandchild.

‘Volunteer’ – This is a volunteer who comes to the building weekly or less to assist staff, read to students, participate in a classroom, or some other similar activity, but who is always under direct supervision of building staff. This also refers to all chaperones and volunteer sports coaches.

‘Regular Volunteer’ – A regular volunteer is someone who is in the building more than twice a week for more than two weeks in a row.

‘Unsupervised Volunteer’ – This type of volunteer is one who may have unsupervised contact with students on a regularly scheduled and/or continuing basis, or who have individual supervisory responsibility for students at a school site or on school-sponsored trips.

### **Qualifications and Requirements**

The qualifications and requirements of all volunteers (other than Parent/Guardian Volunteers) include:

1. Being a patron or community member who possesses an aptitude/interest for working with students and teachers;
2. Being dependable and of appropriate character to work with students and teachers;
3. Reading the District’s policy and procedure regarding volunteers;
4. Completing a Volunteer Application provided by the District; and
5. Have a background check on the Idaho State Police Sexual Offenders Registry completed by school staff before serving in the building.

Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as “employees” under the statute if several criteria are met:

1. The employee must perform the voluntary service without promise, expectation, or receipt of compensation for services rendered;

2. Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer; and
3. The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

**Additional Requirements**

1. Any volunteer who falsifies information on his or her application will not be eligible for to volunteer;
2. Any volunteer who answers in the affirmative to having a police record beyond a minor traffic violation will need to meet with the Superintendent before being allowed to volunteer;
3. Volunteers will work with students in areas designated by school staff;
4. Volunteers will treat all students equally regardless of gender, gender identity and expression, sexual orientation, race, religion, or culture and refrain from making any comments that can be construed as racist, sexist, homophobic, trans-phobic, or bigoted;
5. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products;
6. Disciplinary issues should be referred to the student's teacher;
7. Volunteers may not be in possession of or under the influence of alcohol or illegal substances; and
8. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the Principal will inform the applicant that he or she may not perform volunteer services in the District.

**Background Check**

The District shall conduct, at District expense, a state criminal records check on all Regular and Unsupervised Volunteers. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required background check.

If the background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate will not be recommended and/or be referred for review by the Superintendent.

1. Convicted of any crime against persons;
2. Found to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse; or

4. Found in any disciplinary board final decision to have sexually abused or exploited any minor, or to have physically abused their spouse, or any minor.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the District application form, his or her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

### **Selection and Placement of Volunteers**

Placement of volunteers shall be the responsibility of the building Principal who shall base placement decisions on data regarding staff needs. Volunteers shall not make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building Principal.

### **Supervision**

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and/or teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he or she will report this injury to the building Principal as soon as reasonably possible.

### **Relationship Between Schools and Volunteers**

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the volunteer coordinator or Principal as appropriate.

All volunteers working in schools will be under the direct supervision of a member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

### **Orientation and Training**

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies, safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District expectations.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school only in a responsible manner.

1. All volunteers (other than parent guardian volunteers) will be oriented on the following:
  - A. Volunteer guidelines, policies, and procedures;
  - B. Expectations for creating positive school climate;
  - C. Safety and security issues;
  - D. Confidentiality: All communications are to be kept strictly confidential. Information about students may be shared only with the teacher, principal, or guidance counselor of the school;
  - E. Transportation;
  - F. Dress code;
  - G. Sexual harassment; and
  - H. Blood borne pathogens

### **Duties and Responsibilities**

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping, and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor, or principal.

Volunteers are NOT to have access to student records.

Additional specific areas in which a volunteer may be used are as follows:

1. Reading stories to students;

2. Assisting in supervising the loading and unloading of buses;
3. Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;
4. Arranging and assisting in field trips;
5. Assisting in supervising playgrounds; and
6. Regular Tutoring;

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

**Termination**

A volunteer may be asked to terminate his or her services when, in the judgment of the administrator, circumstances necessitate termination.



**LEGAL REFERENCE: Idaho Code §§ 33-512(11), 33-512(16)**

**ADOPTED: May 21, 2009**

**AMENDED/REVISED: July 15, 2009; June 20, 2016**

**SEE 1008.00F - FORM**