

Volunteer Assistance Procedures

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 Superintendent. The following procedural guidelines are set with regard to volunteers.

All potential volunteer assistants must:

1. Complete the district's Volunteer Application.
2. Complete the fingerprinting process through the district office.
3. Complete a criminal background check. ***Any applicant who falsifies information or does not disclose prior criminal background will not be eligible to volunteer.***

Volunteer Requirements

When acting in the capacity of a volunteer, the District requires the following:

1. Volunteers shall work with students in areas designated by school staff;
2. Volunteers shall treat all students equally;
3. Volunteers shall not promote religious doctrines or beliefs, political candidates or parties, or commercial products;
4. Volunteers must refer disciplinary issues to the student's teacher;
5. Volunteers shall not be in possession of or under the influence of alcohol or illegal substances; and
6. Volunteers shall not smoke, use tobacco products, or vape on school grounds or supervised trips.

Background Check

The District shall conduct, ***at the volunteer's expense***, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students until the volunteer has undergone the required background check.

The District will receive notice once the background check has been completed. The Principal will receive direction from the District and notify the volunteer of their eligibility for volunteering.

If a background check reveals evidence of convictions, findings from a court of law, or findings from a disciplinary board, the applicant will not be recommended. Actions deemed unacceptable for volunteers include, but are not limited to, the following:

1. Convicted of any crimes against persons;
2. Found to have sexually assaulted a minor;
3. Found to have sexually abused a minor;
4. Found to have exploited a minor;
5. Found to have physically abused a minor;
6. Found to have sexually assaulted a current or prior spouse;
7. Found to have physically abused a current or prior spouse;
8. Found to have contributed to the delinquency of a minor; or
9. Found to have distributed illegal substances.

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

If the criminal background check confirms a conviction or pending charge which the applicant acknowledged on the application form, a determination shall be made by the Superintendent whether or not to reject the application.

Supervision

All volunteers shall provide assistance only under the direct supervision of an employee of the district.

If a volunteer is inappropriately dressed, the volunteer shall be required to remedy their attire before volunteering with students.

If a volunteer is injured while on school premises or while providing volunteer services, the volunteer shall report this injury to the building principal as soon as possible.

If a volunteer jeopardizes the security or safety of a facility or office, the volunteer shall be dismissed as a volunteer.

If a volunteer uses inappropriate language or makes derogatory comments to a student, the volunteer shall be dismissed as a volunteer.

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 building principal.

Orientation and Training

The Superintendent shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis.

Each school shall hold volunteer orientation on the following:

- A. Volunteer guidelines, policies, and procedures;
- B. Volunteer Code of Confidentiality;
- C. Expectations for creating positive school climate;
- D. Safety and security issues;
- E. Transportation;
- F. Dress code;
- G. Sexual harassment; and
- H. Blood borne pathogens

Orientations shall be scheduled with flexibility to accommodate applicant's availability.

Duties and Responsibilities

A volunteer's assignment shall be limited to assisting staff members with duties as determined in collaboration with the volunteer and district staff. In some instances, volunteers may perform 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.

Volunteers will supplement and enrich programs and services in the District.

Termination

A volunteer can be dismissed from serving for the following:

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the District rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Activities that threaten the safety of students, staff, or the volunteer;
5. Activities that threaten the sanctity or security of the educational environment;
6. Erratic behavior or unreliable attendance;
7. Sexual misconduct;

8. Establishing inappropriate relationships with students; and
9. Criminal charges or conviction of a crime after application approval.

The inability to cooperate and work effectively with staff and students may be cause for dismissal.

Procedure History:

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Volunteer Assistance Procedures

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 **Superintendent** ~~principal and/or volunteer coordinator~~. **The following procedural guidelines are set with regard to volunteers.**

Qualifications and Requirements

All potential volunteer assistants must: ~~The qualifications and requirements of a volunteer include:~~

- ~~1. Being a community member of good standing and possessing an aptitude/ interest for working with students and teachers;~~
- ~~2. Being dependable and of appropriate character to work with students and teachers;~~
- 3. Complete the district's Volunteer Application.**
- 4. Complete the fingerprinting process through the district office.**
- 5. Complete a criminal background check. *Any applicant who falsifies information or does not disclose prior criminal background will not be eligible to volunteer.***
- ~~6. Complete a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his or her criminal background will not be eligible for service;~~
- ~~7. Reading the District's policy and procedure regarding volunteers; and~~
- ~~E. Completing a Volunteer Application provided by the District.~~

~~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

Volunteer Requirements

When acting in the capacity of a volunteer, the District requires the following:

- ~~1. Any volunteer who falsifies information on his or her application will not be eligible for service;~~
2. Volunteers **shall** ~~will~~ work with students in areas designated by school staff;

3. Volunteers ~~shall 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, transphobic, or bigoted;
4. Volunteers ~~shall not must~~ refrain from promote religious doctrines or beliefs, political candidates or parties, or commercial products;
5. ~~Volunteers must refer~~ disciplinary issues ~~should be referred~~ to the student's teacher;
6. Volunteers ~~shall not may not~~ be in possession of or under the influence of alcohol or illegal substances; and
7. ~~Volunteers shall not~~ smoke, ~~or the use of~~ tobacco products, ~~or vape 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 the volunteer's expense**, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students ~~until 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.~~

~~The District will receive notice once the background check has been completed. The Principal will receive direction from the District and notify the volunteer of their eligibility for volunteering. and received approval from the Principal.~~

If a background check reveals evidence of convictions, findings from a court of law, or findings from a disciplinary board, the ~~applicant candidate~~ will not be recommended. Actions deemed unacceptable for volunteers include, but are not limited to, the following:

1. Convicted of any crimes against persons;
2. Found to have sexually assaulted a minor;
3. Found to have sexually abused a minor;
4. Found to have exploited a minor;
5. Found to have physically abused a minor;
6. Found to have sexually assaulted a current or prior spouse;
7. Found to have physically abused a current or prior spouse;
8. Found to have contributed to the delinquency of a minor; or
9. Found to have distributed illegal substances ~~to a minor.~~
10. ~~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~~

~~11. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.~~

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

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

If a volunteer ~~who~~ **is** inappropriately dressed, the volunteer shall be required to remedy their attire before **volunteering with students**. ~~being provided access to the school.~~

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

If a volunteer ~~who~~ jeopardizes the security or safety of a facility or office, the volunteer ~~may~~ **shall** be **dismissed as a volunteer**. ~~denied access to the school. Additionally,~~

If a volunteer uses inappropriate language or makes derogatory comments to a student, the volunteer shall be dismissed as a volunteer.

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~~ building 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 and safety and emergency procedures.~~

~~Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal. Exceptions would be District wide programs established by the administration whereby general volunteer programs would be defined.~~

Each school ~~shall hold~~ should thoroughly orient volunteers ~~orientation~~ 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. Confidentiality of school matters is required in all aspects of volunteer assistance.~~ They should be cautioned to discuss school matters outside of school only in a responsible manner.

- ~~1. Training at the school building~~ local schools should not be held simultaneously with school sponsored functions. ~~Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school sponsored event.~~
- ~~2. Each volunteer coordinator~~ ~~The building principal~~ will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- ~~3. All volunteers will be oriented on the following:~~
 - A. Volunteer guidelines, policies, and procedures;
 - B. Volunteer Code of Confidentiality;
 - C. Expectations for creating positive school climate;
 - D. Safety and security issues;
 - ~~E. 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;~~
 - F. Transportation;
 - G. Dress code;
 - H. Sexual harassment; and
 - I. Blood borne pathogens
- ~~4. Orientations shall be scheduled with flexibility to accommodate applicant's availability.~~
- ~~5. Volunteers may receive initial training from any Lakeland Joint School District school or from the District office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must~~

~~provide the volunteer's name to the local school volunteer coordinator.~~

~~6. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.~~

~~7. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the District office or at a local school each month.~~

Duties and Responsibilities

A volunteer's assignment shall be limited to assisting staff members with duties **as determined in collaboration with the volunteer and district staff.** ~~such as routine tutorial, clerical, housekeeping, and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certified 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.~~

~~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. Lecturing on special topics;~~
- ~~5. Assisting with technology;~~
- ~~6. Helping to set up science experiments;~~
- ~~7. Acting as host for school functions;~~
- ~~8. Providing exhibits;~~
- ~~9. Arranging and assisting in field trips;~~
- ~~10. Assisting in supervising playgrounds;~~
- ~~11. Tutoring;~~
- ~~12. Contacting groups of parents by telephone;~~
- ~~13. Organizing parents for special projects;~~
- ~~14. Mentoring; and~~
- ~~15. Participating in business and community partnerships.~~

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

Termination

~~Although the District is not limited to the reasons below, A volunteer can be~~
~~dismissed from serving~~ terminated for the following:

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the District rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. ~~Inability to cooperate and work effectively with site staff and students;~~
5. Activities that threaten the safety of **students, staff, or** the volunteer;
6. Activities that threaten the **sanctity** ~~order~~ or security of the **educational environment** ~~site or the safety of the volunteer;~~
7. Erratic behavior or unreliable attendance;
8. ~~Unsatisfactory service;~~
9. Sexual misconduct;
10. ~~Providing falsified information on the application;~~
11. Establishing inappropriate relationships with **students** ~~youth served~~; and
12. Criminal charges or conviction of a crime **after application approval**.

~~The inability to cooperate and work effectively with staff and students may be~~
~~cause for dismissal. A volunteer may be asked to terminate his or her services~~
~~when, in the judgment of the administrator, circumstances necessitate~~
~~termination.~~

Procedure History:

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