

## Community Relations Volunteer Assistance Procedures

The District supports and encourages volunteer participation as a vital component of the educational environment. Volunteers enhance student learning, improve supervision and safety, and strengthen school-community partnership. All volunteer involvement is subject to established procedures, safeguards, and administrative approval.

The first step to becoming a volunteer begins at the school building. Volunteers must request a Volunteer Application from their child's school building. If a volunteer has multiple children at different school buildings, a volunteer completes one application, and identifies each child on the application along with the child's school buildings. If a volunteer does not have children in the district, the volunteer must go to the school building they would like to volunteer in, and request a Volunteer Application. When the application is completed, the Volunteer returns the application to the school building to begin the process.

The following procedural guidelines are set with regard to volunteers:

### Volunteer Requirements

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

- Be of good standing and appropriate character to work with students.
- Complete the District's Volunteer Application.
- Read and agree to District policies and procedures.
- Submit to a criminal background check, including fingerprinting if working with students in an unsupervised capacity.
- Any volunteers working in the school building, during school hours, shall be supervised by staff and will not be required to complete a fingerprint card for background check.
- Notify the District if arrested or convicted after initial clearance.
- Sign in upon arrival and wear a District-issued badge while on school property.
- Work only in designated areas under staff supervision.
- Treat all students equally and respectfully.
- Refrain from promoting religious, political, or commercial agendas.
- Refer disciplinary issues to staff.
- Abstain from alcohol, illegal substances, and tobacco/vaping on school grounds or trips.

- Maintain strict confidentiality regarding student and school matters.

### Background Check

No volunteer shall be utilized to supervise students until the volunteer has undergone the required background check. The District shall conduct a state criminal records check on all volunteers who have unsupervised contact with students, or who have supervisory responsibility for children at a school site or on school-sponsored trips. The cost of the background check will be the responsibility of the volunteer.

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.

Disqualifying offenses 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 work under the direct supervision of a district employee.

- If a volunteer does not meet the standards of the district's dress code policy, then 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, then the volunteer shall report the injury to their direct supervisor immediately.
- If a volunteer jeopardizes the security or safety of a facility or office, then the volunteer shall be dismissed and shall no longer be eligible to be a volunteer.
- If a volunteer uses inappropriate language or makes derogatory comments to a student, staff member, or other volunteer, then the volunteer shall be dismissed and shall no longer be eligible to be a volunteer.

### Relationship Between Schools and Volunteers

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 school buildings. Orientation and training will be conducted at the school building and may occur before the applicant has been approved to be a volunteer. Topics shall include, but may not be limited to, the following:

- District policies and procedures;
- Confidentiality and the Family Educational Rights and Privacy Act (FERPA);
- Expectations for creating positive school climate;
- Safety and emergency protocols;
- Transportation;
- Photograph sharing guidelines
- Dress code;
- Sexual harassment; and
- 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. Volunteers will supplement and enrich programs and services in the District. Volunteers will not discuss student performance unless it is with the student's teacher.

### Termination

~~A~~Volunteers can be dismissed from serving for, but not limited to, the following:

- Breach of confidentiality;
- Unlawful conduct or policy violations;
- Physical or emotional incapacity;
- Safety or security threats
- Unreliable attendance;
- Sexual misconduct;
- Inability to cooperate with staff and students;
- Establishing inappropriate relationships with students; and
- Criminal charges or conviction of a crime after application approval.

Dismissal decisions rest with the principal, and if challenged, the final decision rests with the Superintendent.

Procedure History:

Adopted on: January 11, 2016

Revised on: October 9, 2024

Revised on: Pending

## (Draft) Community Relations Volunteer Assistance Procedures

The District supports and encourages volunteers participation as a vital component of the educational environment. Volunteers enhance student learning, improve supervision and safety, and strengthen school-community partnership. All volunteer involvement is subject to established procedures, safeguards, and administrative approval.

The first step to becoming a volunteer begins at the school building. Volunteers must request a Volunteer Application from their child's school building. If a volunteer has multiple children at different school buildings, a volunteer completes one application, and identifies each child on the application along with the child's school buildings. If a volunteer does not have children in the district, the volunteer must go to the school building they would like to volunteer in, and request a Volunteer Application. When the application is completed, the Volunteer returns the application to the school building to begin the process.

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:~~

- Be of good standing and appropriate character to work with students.
- Complete the District's Volunteer Application.
- Read and agree to District policies and procedures.
- Submit to a criminal background check, including fingerprinting if working with students in an unsupervised capacity.
- Any volunteers working in the school building, during school hours, shall be supervised by staff and will not be required to complete a fingerprint card for background check.
- Notify the District if arrested or convicted after initial clearance.
- Sign in upon arrival and wear a District-issued badge while on school property.
- Work only in designated areas under staff supervision.
- Treat all students equally and respectfully.
- Refrain from promoting religious, political, or commercial agendas.
- Refer disciplinary issues to staff.
- Abstain from alcohol, illegal substances, and tobacco/vaping on school grounds or trips.
- Maintain strict confidentiality regarding student and school matters.

### Background Check

~~No volunteer shall be utilized to supervise students until the volunteer has undergone the required background check. The District will shall conduct, at the volunteer's expense, a state criminal records check on all volunteers who have unsupervised 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. The cost of the background check will be the responsibility of the volunteer. 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~~ **Disqualifying offenses** 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 ~~work~~ ~~provide assistance only~~ under the direct supervision of an ~~employee of the district~~ ~~employee~~.

- If a volunteer ~~does not meet the standards of the district's dress code policy, then 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, ~~then the volunteer shall report the this injury to their direct supervisor immediately the building principal as soon as possible.~~
- If a volunteer jeopardizes the security or safety of a facility or office, ~~then the volunteer shall be dismissed and shall no longer be eligible to be as a volunteer.~~
- If a volunteer uses inappropriate language or makes derogatory comments to a student, ~~staff member, or other volunteer, then the volunteer shall be dismissed and shall no longer be eligible to be 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 school buildings. Orientation and training will be conducted at the school building and may occur before the applicant has been approved to be a volunteer. ~~volunteers who have contact with students on a regularly scheduled or continuing basis.~~

~~Each school shall hold volunteer orientation on the following:~~ Topics shall include, but may not be limited to, the following:

- ~~Volunteer guidelines;~~ District policies; and procedures;
- ~~Volunteer Code of Confidentiality~~ and the Family Educational Rights and Privacy Act (FERPA);
- Expectations for creating positive school climate;
- Safety and emergency protocols ~~security issues~~;
- Transportation;
- Photograph sharing guidelines
- Dress code;
- Sexual harassment; and
- 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.~~ Volunteers will supplement and enrich programs and services in the District. Volunteers will not discuss student performance unless it is with the student's teacher.

## Termination

~~A~~Volunteers can be dismissed from serving for, but not limited to, the following:

- Breach of confidentiality ~~concerning student or other privileged information~~;
- Unlawful conduct or policy violations ~~breach of the District rules and regulation~~;
- Physical or emotional incapacity ~~stress which incapacitates the volunteer~~;
- Safety or security threats
- ~~Activities that threaten the safety of students, staff, or the volunteer;~~
- ~~Activities that threaten the sanctity or security of the educational environment;~~



- Erratic behavior or Unreliable attendance;
- Sexual misconduct;
- Inability to cooperate with staff and students;
- Establishing inappropriate relationships with students; and
- 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.~~

Dismissal decisions rest with the principal, and if challenged, the final decision rests with the Superintendent.

Procedure History:

Adopted on: January 11, 2016

Revised on: October 9, 2024