

## SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and assists employees in providing more individualization and enrichment opportunities in instruction.

The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district. Volunteers may be involved in many facets of school operations, including mentor/tutor relationships. School personnel who are responsible for tasks or projects that will make use of volunteers will identify appropriate tasks and time schedules for such activities, as well as make provisions for adequate supervision, in-service programs, and evaluation. Volunteers will not be used to provide transportation for school-sponsored activities.

Persons wishing to volunteer must contact the Superintendent or Building Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify two non-family member personal references. All volunteers may be subject to the same screening procedures used for regular school employees, including but not limited to the following:

1. Volunteers may be required to provide references, who will be contacted before the volunteer begins services on school grounds.
2. The district reserves the right to request information on previous criminal convictions.
3. Volunteers will be required to participate in the district's training program.
4. Volunteers will be fingerprinted if they are in the school buildings working with students.

The Superintendent or Building Principal shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character.

The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Adoption date: July 10, 2001

Revised: June 18, 2008