

SCHOOL DISTRICT - COMMUNITY RELATIONS

Code No. 903.2R1

Policy Title: VOLUNTEER REGULATIONS

Volunteers make valuable contributions to the learning environment by assisting the students and staff members of the school district.

All Volunteers-

1. Will adhere to volunteer guidelines outlined by the school district and attendance center in which they serve.
2. Will identify themselves to the building office before beginning each volunteer assignment. There, the volunteer will receive volunteer identification and will sign in and out.
3. Who work directly with students or assist staff on a regular basis; who supervise and/or chaperone students; or who act as a primary authority figure must submit to a background check. Examples of volunteers who must complete this screening process include:
 - Classroom volunteers
 - Field trip supervisors/chaperones (trips, dances, sporting events)
 - Volunteer sport coaches
 - Volunteer club or activity sponsors

Examples of volunteers who may be excluded from completing the background check include:

- Ticket takers and other volunteers whose primary role is not interacting with students

The Administrative Office will maintain the accounting and reporting of volunteer services in the school district. After notification of approval from the Administrative Office, principals may allow volunteers to serve whose records have been processed and found to be acceptable.

Building Administrators will:

- Conduct orientation and information sharing for volunteers which details school district and attendance center specific information and guidelines
- Emphasize importance and value of volunteers to the school district
- Supervise, monitor and evaluate volunteer activities in his/her building
- Report, on an annual basis, the names of volunteers in his/her building to the Administrative Office