

INSTRUCTION

Administrative Procedure - Securing and Screening Volunteers

The Building Principal or designee directs the use of volunteers within his or her building. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following parameters:

1. Qualifications. Volunteers may come from all backgrounds and all age groups. The main qualifications for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. Persons Not Allowed to Serve as Volunteers. No person who is a "child sex offender," as defined by the Child Sex Offender and Murderer Community Notification Law, may serve as a volunteer. Every time a new list of child sex offenders is received under the Child Sex Offender and Murderer Community Notification Law, the Building Principal or designee shall review it for any person's name who has submitted a volunteer information form during that school year (6:250-E). Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the child sex offender list. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.
3. Recruitment. School personnel may recruit volunteers through the following resources: parent(s)/guardian(s), parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the principal.
4. Role. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. Selection, Placement, and Supervision. Volunteer selection and placement shall be on the basis of the volunteer's qualification and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
6. Screening. Screening volunteers is critical because of the vulnerability of the population the School District serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g., the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. Training. Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

INSTRUCTION

Exhibit - Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Information Form

Name _____
Last First Middle Phone

Address _____
Street City Zip Code

Personal physician _____ Phone _____

Emergency adult contact _____ Phone _____

Are you now or have you ever been a school volunteer? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Criminal Conviction Information

Are you a child sex offender? _____

Have you ever been convicted of a felony? _____ *If you answered YES, list all offenses.*

Offense	Date	Place
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal background investigation? _____

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

INSTRUCTION

Exhibit - Volunteer Information Form and Waiver of Liability

- 2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District, agree to waive any and all claims against the School District, or its officers, Board members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date

Signature of Volunteer

Printed Name of Volunteer

For School Use Only

General description of assignment(s):

- ___ supervising students as needed by a teacher
- ___ supervising students during a regularly scheduled activity
- ___ assisting with academic programs
- ___ assisting at the resource center or main office
- ___ other _____

Name of supervising staff member: _____

"Sex offender list" checked by _____ on _____ (mandatory).

Is a criminal background check a necessity (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)?
___ (to be answered by Principal)

If "yes," and provided the individual authorized the check,

- The date on which the check was requested _____
- The date on which it was received and reviewed _____

Reviewed by: _____
Signature *Date*