

The District shall develop and maintain a volunteer program to promote, expand, and enhance parental, community and civic involvement with schools. In developing the program, District Administration shall consider volunteers a resource that requires planning and preparation for effective use. Procedures shall be developed to implement and regulate the program.

Volunteer Definition

A volunteer is an unpaid individual who gives time to a school or department and accepts ongoing assignments, with established duties, times and days of performance.

A volunteer does not include:

- Chaperones for daytime field trips;
- Visitors attending an episodic event, such as a holiday party or their immediate family member's birthday celebration;
- Visitors who have been invited to speak to or perform for a class or assembly;
- Visitors who are attending a meeting or conference with staff; or
- Other visitors who have limited interactions with students who are not their immediate family members.

Volunteer Program Requirements

The Volunteer Program shall be centrally administered by the Superintendent or designee, who shall direct District staff to administer the Volunteer Program. This assigned District staff member shall ensure that volunteers:

- 1) Complete the application process;
- 2) Complete a background check, including federal fingerprinting, and receive clearance;
- 3) Are not on the sex offender registry list;
- 4) Provide references, whom the District staff member shall contact;
- 5) Agree to adhere to all relevant Board policies;
- 6) Complete the Volunteer Pledge;
- 7) Receive appropriate training; and
- 8) Receive placement based on volunteer interest and school/department needs.

The assigned District staff member shall maintain files that contain documents pertaining to the above-listed requirements, and shall work with school site administrators and other district personnel to evaluate and assess the volunteers as appropriate.

All volunteers must be identified as such while onsite and may not be left with students

unsupervised. Volunteers are expected to comply with the requests and requirements of the site staff contact person where the volunteer is serving, as well as the requests and requirements of the District staff member administering the volunteer program.

Student Volunteers

A student volunteer, who is a middle school or high school student under the age of eighteen (18) years, is subject to all of the above-listed Volunteer Program Requirements except items (2) and (3).