

## **VOLUNTEER ASSISTANCE**

**4600**

The District recognizes the valuable contribution ~~made~~ to the total school program through the volunteer assistance of parents and other citizens and encourages the recognition of volunteer service. The Board endorses volunteer programs subject to regulations, safeguards, and the approval of the building principal.

### **Definition of Volunteer**

Volunteers are persons who assist and enrich District programs, increase supervision of students, and contribute to school safety while strengthening the school's relationship with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall be responsible for developing and implementing procedures for utilizing volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600-P.

Volunteers in any capacity must complete a background check (which cross-checks local and national criminal and sex offender databases) and be approved through the District's Human Resources Department prior to participating in the work for which they have volunteered. This approval will be good for two years.

In working with volunteers, District staff shall clearly explain the volunteer's responsibility in school, on the playground, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and ~~how the means by which~~ they are to be held accountable to those rules.

~~All volunteers who enter school buildings are subject to a visitor background check each school year. Each school year, all volunteers who enter school buildings are subject to a visitor background check. Each must~~ is required to submit proof of identification, alias names, and other necessary identifying information when applying to serve as a volunteer. ~~Volunteers in any capacity are required to complete and submit a Volunteer Program Application and Disclosure Statement to be reviewed by the District Office.~~

Volunteers who have unsupervised contact with students, or who have contact with students on a regularly scheduled and/or continuing basis exceeding 10 hours per week, are subject to the District's policy mandating a criminal history check based on a completed ten (10) finger fingerprint card or scan, as per I.C. 33-130. The selection and use of these volunteers will follow procedures outlined in 5110-P.

### **Definition of Unsupervised Contact**

Direct contact or interaction with students not under the direct supervision of a school district employee in a K-12 setting. This includes contact or interaction with students in scheduled school activities that occur outside of the school or outside of normal school hours. This excludes extra-curricular group trips that begin and end during a school day.

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**Reviewers:** Mike Nelson, Josie Spindler, Eric Davis

**Rationale:** Changes in district protocols

## ISBA Model Policy:

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, District staff shall clearly explain the volunteer's responsibility in school, on the playground, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

### Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of "employee" under appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he or she is volunteering.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

### **Legal References**

29 USC § 201 et seq.

### **Description**

The Fair Labor Standards Act of 1985

IC § 33-130

Criminal History Checks for School District Employees or Applicants for Certificates

### **Cross References**

#### **Code**

3085

#### **Description**

[Sexual Harassment, Discrimination, and Retaliation Policy](#)

3085-P(1)

[Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions](#)

3085-F(1)

[Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template](#)

3085-F(2)

[Sexual Harassment, Discrimination, and Retaliation Policy -  
Reporting Form for Students](#)

5725

[Private Service Providers/Consultants](#)