

Volunteer Assistance

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.

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.

Each school year, all volunteers who enter school buildings are subject to a visitor background check. Each 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 5110P.

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.

Definition of Volunteer

Volunteers are persons who assist and enrich District programs, increase supervision of students, and contribute to school safety while strengthening the schools' 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 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.

Policy History:

Adopted on: 5/4/15

Revised on: 9/11/17