

## **COMMUNITY RELATIONS**

### **Volunteer Selection Procedures**

#### **A. Selection**

The final decision to accept, reject or terminate a volunteer applicant rests exclusively with the principal and/or volunteer coordinator of the sponsoring school. The following procedural guidelines are provided to identify the qualifications and procedural requirements of District volunteers.

#### **B. Qualifications and Requirements**

The qualifications and requirements of a District volunteer include:

- a) Be a community member in good standing possessing an attitude and interest in working with students and teachers.
- b) Be dependable and of appropriate character to work with students and teachers.
- c) Complete a criminal history records check. All volunteers must complete a criminal record check from the form supplied by the District prior to service and will be subject to a background check. The volunteer is responsible for any costs associated with the background check. Any volunteer applicant who does not disclose his or her criminal background will not be eligible for service. If the background check reveals evidence of concerns regarding past criminal behavior, the candidate may not be recommended.
- d) Read the District's policies and procedures regarding volunteers.
- e) Complete and submit the volunteer application provided by the District.
- f) Persons volunteering in the classroom during the instructional day may not bring children with them to school without permission from the school principal.

If a volunteer is unwilling to agree to the requirements of the District's policies and procedures regarding volunteers, the school principal will inform

the applicant that he or she is not allowed to perform volunteer services in the District. Similarly, if any volunteer behaves in a manner which is contrary to District policy, disrupts the educational process, or otherwise exhibits conduct

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which in the judgment of the school principal necessitates termination such will be discharged and his or her volunteer services will no longer be accepted.

### **C. Duties and Responsibilities**

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to circumstances which allow supervision by certificated staff personnel. In some instances, volunteers may perform clerical and material preparation tasks off the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or options of any students except with the student's teacher(s), counselor or principal.

Volunteers are accepted for the purpose of supplementing and enriching school programs and services within the District, but are not to be used and/or are not authorized as a substitute for employee activities and functions, whether certificated or classified.

**Adopted:** August 12, 2010

**Reviewed:**

**Revised:**