

## SCHOOL VOLUNTEERS

School volunteers play a vital and important role in the education of the Parkview students. It is the intent of the Board to foster, support and encourage volunteer activities throughout its school programs. It is also the intent of the Board to maintain the safety and well-being of the students, staff and volunteers within our buildings.

### **Definition/Procedure**

1. Volunteers provide significant services to students, employees and school programs by supplementing the work of our employees. Volunteer assignments include:
  - a. Chaperone trips/events
  - b. Classroom helpers
  - c. Coach
  - d. Extra-Curricular Clubs
  - e. Intern
  - f. Student Teacher
  - g. Tutor
2. All volunteer activities in the District are to be approved by the district or building administrators to ensure compliance with policies and procedures.
3. Prospective volunteers will have to submit a ***Parkview School District Volunteer Disclosure and Consent*** form and a signed ***Code of Ethics for Volunteers*** form.
4. All volunteers, who volunteer to help in the school, will be subject to a formal criminal background check before being allowed to work in any of the school buildings or with students. All field trip volunteers will have the background check go through Raptor. If there is a conviction or pending charges the district administrator or designee shall evaluate the criminal records. The district administrator may ask for more information from the volunteer, and will consider the nature of the offense, the length of time that has passed, and any other information the District deems relevant in deciding whether the conviction or pending charge provides a basis to decline the offer of the volunteer. Convictions or pending charges related to sexual predation, crimes against children, violent acts, drugs, weapons, theft, or a significant disregard for the safety and wellbeing of others are examples of some of the types of convictions that will result in a denial of the volunteer application.
5. Building level principals or designee may meet with prospective volunteers and providing them with the ***Parkview School District Volunteer Disclosure and Consent*** form and a ***Code of Ethics for Volunteers*** form. When completed, both forms should be sent to the District's confidential secretary. The confidential secretary will conduct all formal criminal background checks and provide the report to the district administrator. The district administrator will notify the prospective volunteer, in writing, if the request for volunteering has been denied and the reason(s) for the denial.
6. In addition to the results of the criminal background check, the district administrator may deny an application for volunteering based on obtaining other credible information, including information about the following criteria:

- a. Inappropriate conduct observed by school officials, including disorderly behavior at school events
  - b. Hostility or aggression towards school officials in past encounters
  - c. Failing to conduct oneself as a positive role model within the community and school
7. Volunteers are not employees of the District, and therefore they do not receive any kind of payment for their services, including in-kind payment. Therefore, volunteers are not eligible for workers' compensation coverage or unemployment compensation. A volunteer who is injured or who causes an injury to others while performing approved services for the District is covered under the District's liability insurance coverage.
8. Volunteers will be required to complete an emergency information form that will be kept on file.
9. Criminal background checks for volunteers will be completed at least once per calendar year and may be completed more frequently at the discretion of the district administrator.
10. A clear criminal record and a signed code of ethics form does not guarantee that an individual's offer to volunteer will be accepted. Each principal retains the right to place volunteers in an appropriate assignment, determine tasks to be performed, decline any offer to volunteer, and to dismiss a volunteer for any reason.

**APPROVED:** April 19, 2010  
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