

The Principal or a designee of the Principal directs the use of volunteers for the school. Specifically, the Principal or the Principal's designee directs volunteer recruitment, screening, placement, and training within the following parameters:

1. Qualifications. Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. Recruitment. School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member other than the Principal recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
3. Role. Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
4. Selection, Placement, and Supervision. Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
5. Screening. Screening volunteers is critical because of the vulnerability of the population the school serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. In general, volunteers that have repeated contact with students or might have children entrusted to them without the supervision of a school employee (for example, in the case of driving to a field trip) will be required to submit to a formal background check; however, at all times the Principal has discretion to require a background check of any volunteer regardless of the volunteer's level of contact with students.
6. Persons Not Allowed to Serve as Volunteers. If the background check returns information on a prospective volunteer that indicates criminal history, the school personnel will first work to verify that the results match the prospective volunteer. The type of criminal offense matters with regard to the level of risk the person poses to the children at the school. Some offenses automatically disqualify the person from volunteering with the school, while other offenses may allow for limited and supervised volunteer roles. No person convicted of a felony or who is a "sex offender," as defined by the Sex Offender Registration Act, may serve as a volunteer at the school.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

The Principal has the final discretion regarding the involvement of any prospective volunteer.

7. Training. Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

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