

3120.09 - VOLUNTEERS

While the District acknowledges the importance of volunteerism in its school, serving as a volunteer in the District is a privilege. The District shall conduct background checks on all persons who request to serve as a regular and frequent volunteer with the District. Background checks will be conducted through appropriate State agencies or other applicable means. The results of the background checks will be reviewed by the Director of Human Resources.

The Director of Human Resources shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from serving as a volunteer within the District, or may place restrictions on the type of volunteer service the individual may provide.

No individual that has been convicted of any crime involving children may serve as a volunteer in the District.

Parents of students enrolled in the District shall be subject to the same requirements to qualify as volunteers; however, parents deemed not qualified to serve as volunteers will not be prevented from otherwise actively participating in their children's education. The Director of Human Resources shall meet with the affected parents to discuss their scope of participation in the programs and events of the District.

Use of Unpaid Volunteers as Educational Assistants

Unpaid volunteer aides may be used throughout the school system for:

- A. One (1) day resource service projects such as a lecture, a demonstration, or assistance on a field trip;
- B. Continuing service projects extending over long periods or for the entire school year such as library aides, teacher aides, and office aides.

Procedures to be Followed:

- A. Volunteers are required to complete a criminal background check authorization through the Human Resources Office. The authorization form may ask the applicant, on a voluntary basis, to provide his/her Social Security number.
- B. All volunteers shall be under the direct supervision of the school or department administrator and/or the teacher to whom they are assigned. They may not be used in an administrative or supervisory capacity.
- C. Volunteer aides may not be used to replace paid employees.

*Approved/Adopted: July 13, 2009
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