

SCHOOL VOLUNTEER PROGRAM

The District shall operate a volunteer program. The program shall be designed and implemented in a safety-conscious manner but shall in no way overly consume district resources, monetary or otherwise.

Job Descriptions

The Business Manager and Principal are charged with developing job descriptions for volunteer positions. Descriptions shall, at a minimum, list all screening prerequisites, required training and minimum qualifications, the scope of job duties associated with each position, and the name and title of the individual charged with supervising the volunteer.

Job descriptions will be disseminated to potential volunteers upon application. A volunteer's agreement to follow the job description shall be required at the time the District offers a position to the individual.

Volunteer Screening

Methods used to screen volunteers shall in no way discriminate against any minority group. Anyone wishing to volunteer in district schools shall complete a volunteer application **on an annual basis**. Completion of this application is a prerequisite for obtaining permission to volunteer in district schools. The application shall be approved by the Business Manager **and Principal**.

The Business Manager **and/or Principal** shall evaluate whether the volunteer is qualified to volunteer after comparing the volunteer's application with the applicable volunteer job description. Individuals deemed qualified by the Business Manager **and Principal** shall be considered final applicants for volunteer positions.

All final applicants for volunteer positions shall be required to submit to a state and federal criminal history record check. A final applicant is exempt from this requirement if s/he has undergone a criminal history check through the District in the last 5 years and, having satisfied district adjudication standards, received approval to volunteer.

Adjudication

The Business Manager **and/or Principal** shall adjudicate final volunteer applicant's criminal history records, and shall make final determinations about suitability for service. **After consultation the Business Manager and/or Principal are authorized** to offer the qualified applicant's a position with the District.

The District is not obligated to utilize the services of any final applicant who, in the Business Managers **and/or Principals** judgment, exhibits qualities inconsistent with the district's mission, potentially disruptive to district operations, or potentially threatening to district safety. Final volunteer applicants shall be disqualified for service for at least the following reasons:

Descriptor Code: ACSB-10

- The applicant has committed a felony, sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim.
- The applicant falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

Final Applicant Rights

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the personnel records policy. The Business Manager and/or Principal shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so before making a determination on qualification for service.

Disciplinary Sanctions & Authority

Except when an emergency situation would warrant otherwise, volunteers shall perform only those duties that they are assigned and abide by applicable policies, procedures, and rules. Failure to comply with these requirements may result in disciplinary action up to and including dismissal from service. The Principal in consultation with the School Board President is responsible for disciplining and dismissing volunteers.

Insurance

The District will not provide liability protection for volunteers while performing assigned duties for the District.

POLICY ADOPTED: 16 Nov 09
POLICY AMENDED: Jan 11, 2010