

Volunteer Policy

709
(4600)

Volunteer Assistance

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist, without compensation, in school or District programs. Volunteers are enlisted to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with the District;
- Is excluded from the definition of "employee" under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by the District in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

The superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication between the volunteer and District personnel, with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 709P (4600P).

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Volunteer Procedures

709P
(4600P)

Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. While the District acknowledges that volunteers serve a valuable role in our schools, for the sake of the safety and well-being of our students, the following procedural guidelines apply with regard to volunteers.

Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be a community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. All volunteers who have unsupervised access to children must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the district's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the District.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

- The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.
- Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.
- The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements.

- A. Any volunteer who falsifies information on his/her application will not be eligible for service.
- B. Volunteers will work with students in areas designated by school staff.
- C. Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.
- D. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.
- E. Disciplinary issues should be referred to the student's teacher.
- F. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
- G. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the principal will inform the applicant that he/she may not perform volunteer services in the District.

Background Check.

The District shall conduct, at volunteer's expense, a state criminal records check on all volunteers who have supervisory responsibility for children at a school site or on school sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the principal or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or the applicant's spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or the applicant's spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make disciplinary decisions regarding students or other personnel. Volunteers shall not make decisions regarding procedures of projects or services without first getting input from the supervisory personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

Supervision.

All volunteers shall provide assistance only under the direction of a member of the professional administrative and teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direction of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training.

The superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal.

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 situations which may be directed by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from 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 actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

- Reading stories to students
- Assisting in supervising the loading and unloading of buses
- Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.
- Assisting in technology
- Lecturing on special topics
- Helping set up science experiments
- Acting as host for school functions
- Providing exhibits
- Arranging and assisting in field trips
- Assisting in supervising playgrounds
- Tutoring
- Contacting groups of parents by telephone
- Organizing parents for special projects
- Mentoring
- Participating in business and community partnerships

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Orientation.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

- A. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
- B. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.
- C. All volunteers will be oriented on the following:
 - Volunteer guidelines, policies and procedures
 - Expectations for creating positive school climate
 - Safety and security issues
 - Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.
 - Transportation
 - Dress Code

- Sexual Harassment
 - Blood borne pathogens
- D. Volunteers may receive initial training from any school principal, teacher or volunteer coordinator.
- E. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.
- F. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the district office or at a local school each month.

Termination.

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

- A. Breach of confidentiality concerning student or other privileged information.
- B. Unlawful conduct or breach of the District rules and regulations.
- C. Physical or emotional stress which incapacitates the volunteer.
- D. Inability to cooperate and work effectively with site staff and students.
- E. Activities that threaten the order or security of the site or the safety of the volunteer.
- F. Erratic or unreliable attendance or behavior.
- G. Unsatisfactory service.
- H. Sexual misconduct.
- I. Providing falsified information on the application.
- J. Establishing inappropriate relationships with youth served.
- K. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitate termination.

Adopted on: 9/17/07

Volunteer Confidentiality
709F
4600F

Volunteer Confidentiality

In the course of their work in the school, volunteers might have access to student records. To make sure volunteers know the importance of keeping records confidential, the Mountain View School District requires all Volunteers to sign this Volunteer Code of Confidentiality.

Code of Confidentiality for Volunteers

1. All student records should be considered confidential.
2. Volunteer should guard against leaving records in a place where they can be viewed by others.
3. Volunteers should never share copies of records.
4. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher, principal, or guidance counselor.
5. Volunteers should not discuss or repeat information overheard from teachers or administrators while in the school or at school-sponsored functions.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared by volunteers with administrative approval. Volunteers should never share copies of student information without administrative approval.
7. Concerns or questions of issues of confidentiality regarding student records should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge by the volunteer or school personnel of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Adopted on: 8/20/07

Revised on:

**MOUNTAIN VIEW SCHOOL DISTRICT #244
VOLUNTEER APPLICATION**

709F
4600F

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District's policy regarding volunteers. A criminal history/fingerprint check will be obtained for volunteers who have unsupervised access to children. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: _____ First Name: _____

Social Security Number: _____ Date of Birth: _____

City of Birth: _____ State of Birth: _____

Gender: _____ Race: (optional) _____

Home Phone: _____ Business Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

School Selection:

1. List all schools where you will volunteer:

_____	_____
_____	_____
_____	_____

2. If you have children attending those schools, list the child's name, grade and school:

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Volunteer Availability:

I am available at the following times:

Monday	A.M.	P.M.
Tuesday	A.M.	P.M.
Wednesday	A.M.	P.M.
Thursday	A.M.	P.M.
Friday	A.M.	P.M.

Education Information:

Provide highest level of education completed: _____

Employment Information:

Current Employer: _____
Address: _____
Position: _____
Years with Employer: _____

Past Volunteer Experience:

Name of Organization: _____
Contact Name: _____
Address: _____
Can we contact Supervisor? Yes No
Name of Supervisor & Supervisor's Position: _____
Phone Number: _____
When did you volunteer? From: _____ To: _____

References:

List two references who have known you for at least one year and are not related to you. Please notify your references to expect us to contact them.

Name # 1:	Name # 2:
Phone: Relationship: _____	Phone: Relationship: _____
Email: _____	Email: _____

Background

Security Information:

To safeguard the children we serve, Mountain View School District #244 screens volunteer applicants. All information is confidential and will not be shared.

Yes No NA If warranted by the volunteer position I am applying for, I will cooperate with the Mountain View School District in obtaining fingerprint background check.

Yes No Have you ever been convicted of a felony? If yes, explain:



IDAHO STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION



NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS
FINGERPRINT CHECK REQUEST
of the Idaho Central Repository of Criminal History Records

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify Mountain View School District #244 from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

Signature

Name Printed

Date
A completed fingerprint card must be attached to this request. Submit a separate form for each request. Please print clearly in blue or black ink.

REQUEST (check one)			
I am requesting an Idaho criminal history check on the subject named below..			
I am requesting a copy of my Idaho criminal history check..			
Name		Date of Birth	
Requester Name (if different)		Reason for Criminal History Check	
Address of Requester (Results will be mailed to this address.)			
RESULTS			
Record Attached	No Record Found	BCI Initials	Date

*General Information: An individual may obtain a copy of an Idaho record through the following procedure **Submit a set of rolled fingerprints of the subject of the check on an applicant fingerprint card. These will be used to search the BCI database of fingerprints. BCI will return the fingerprint card with the search results.***

Fingerprints provide a positive method of identification. The fingerprint card must be completed and include: name (print), alias names (including maiden and previous married names), current address, sex, date of birth, and (optionally) social security number. The subject of the check must also sign and date the card. The date must be within 180 days of the fingerprint card submission.

A check made payable to Idaho State Police must accompany the fingerprint card. The fee is \$10 for each fingerprint check. A \$20.00 processing fee will be charged for any returned checks.

This request may be hand delivered or mailed to the address below. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."

P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX 884-7193

COMMUNITY RELATIONS 4600F(2)