

VOLUNTEERS

The School Board recognizes that more individualization and greater personal attention to the unique needs of students can be provided through the use of volunteers. Moreover, utilizing volunteers provides an opportunity to generate community interest and contribute to the public relations effort of the Board. Therefore, the Board endorses the concept of utilizing community volunteers who are willing to devote time and talent to expand learning and extra-curricular experiences.

The Superintendent or his/her designee(s) shall be responsible for recruiting community volunteers, reviewing the capabilities of each applicant, and making appropriate recommendations to the Board for approval and placements. The Superintendent or his/her designee(s) shall not be obligated to place volunteers whose abilities are not in accord with the Corporation's needs.

Any volunteer who may have direct, ongoing contact with children without the supervision of a certified teacher or qualified member of staff, must provide to the Corporation an expanded criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining the expanded criminal history check. However, the School Corporation may pay the costs by way of reimbursement for volunteers who are selected for service. In addition, an Indiana Child Protection Services History Check will be required of all volunteers. There is no cost associated with this check.

Volunteers will be categorized and required to supply a limited criminal background check, an expanded criminal history check or no background check based upon the degree of "direct ongoing contact with children without the supervision of a certified teacher or qualified member of staff." Volunteer categories are defined as follows:

Level Three or Escorted Volunteers are Volunteers who are never in direct contact with children without the supervision of a certified teacher or qualified member of staff. Examples of Escorted Volunteers may include invited speakers and presenters, visiting artists, or visiting parents. Background checks are not required for Escorted Volunteers. Escorted Volunteers do not require Board approval.

Level Two or Casual Volunteers are Volunteers who have direct contact with the students as part of a special project or field trip. They may have occasional unsupervised contact with the students, but will generally be in the company of another Casual Volunteer, or will never be alone with a single student or small group of students. Examples of Casual Volunteers include field trip chaperones, classroom helpers, and special event helpers (for example, for track and field day). A Limited Criminal History check is required for Casual Volunteers. Casual Volunteers do not require Board approval.

Level One Volunteers are Volunteers that have regular, ongoing, and unsupervised contact with children as part of their Volunteer service. Level One Volunteers may also have one-on-one contact with students, and be in a position to supervise and control student actions and activities. Examples of Level One Volunteers include Volunteer Coaches, Volunteer Tutors, and Volunteer Aides. Level One Volunteers must undergo an Expanded Criminal History Check as provided in Policy 3141 and 4141. Level One Volunteers must be approved by the Board of School Trustees before commencing Volunteer activities.

The Superintendent may terminate the services of any volunteer whose performance is not satisfactory.

Adopted:

Revised: August 3, 2010

Revised: July 26, 2011

Cross Reference: Professional Staff Criminal History Information Policy 3121
Support Staff Criminal History Information Policy 4121

Legal Reference: IC 20-26-5-10 (Expanded Criminal History Background Check)