

**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 Superintendent is charged with developing job descriptions for each volunteer position. 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 district employee 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 protected status. Anyone wishing to volunteer in district schools shall complete a volunteer application. Completion of this application is a prerequisite for obtaining permission to volunteer in district schools. The application shall be developed by the Superintendent and shall, at a minimum, require volunteers to list qualifications, supply professional references, and attest that they have never been convicted of a crime.

The building principal or designee shall evaluate whether or not the volunteer is qualified to volunteer after checking the volunteer's references and comparing the volunteer's application with the applicable volunteer job description. Individuals deemed qualified by the building principal or designee shall be considered final applicants for volunteer positions.

Final applicants shall be subject to the following screening requirements:

1. Final applicants applying for low risk positions shall submit residency information from the past five years, and the building principal or designee shall verify its accuracy. The building principal or designee shall check sexual offender registries in all states where the volunteer resided.
2. Final applicants applying for moderate risk positions shall be subject to a non-fingerprint based state background check. The applicant shall also submit residency information from the past five years, and the building principal or designee shall verify its accuracy. The building principal or designee shall check sexual offender registries in all states where the volunteer resided.
3. Final applicants applying for high-risk positions shall be subject to the same background checks as school employees who have unsupervised contact with students.

A final applicant is exempt from these screening requirements if s/he has undergone previous screening through the District in the last five years, met district adjudication standards, was offered a position with the District, and is applying for

a position with the same or lower risk level than the position in which s/he previously served.

The Superintendent shall determine the risk associated with each volunteer position based upon, but not limited to, the following criteria:

1. The vulnerability of the individual(s) served by the volunteer;
2. The amount of district supervision over the volunteer;
3. The degree of potential for the volunteer to have regular unsupervised contact with a student or students;
4. The degree of potential for a volunteer to build a sustainable and/or trusting relationship with a student or student(s).

The level of risk associated with each position shall be listed in each volunteer job description.

### **Adjudication**

The building principal or designee, in consultation with the Superintendent, shall adjudicate final volunteer applicants' criminal history records, shall make final determinations about suitability for service, and is authorized to offer qualified final applicants positions with the District.

The District is not obligated to utilize the services of any final applicant who, in the adjudicator's 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:

1. 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.
2. 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 adjudicator 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.

### **Orientation & Training**

The Board shall develop a list of district policies to which volunteers must abide. The building principal shall make volunteers aware of these policies, procedures, and rules before they begin service through a volunteer orientation, volunteer handbook, or other means and shall inform volunteers of the requirement to abide by these policies, procedures, and rules regardless of whether or not volunteers are specifically named in them. Volunteers shall agree in writing to this requirement prior to performing services for the District.

Volunteers shall also receive any required training as delineated in the job description prior to performing services.

### **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 building principal and/or Superintendent is responsible for disciplining and dismissing volunteers.

### **Insurance**

The District will provide liability protection for volunteers while performing assigned duties for the District.

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### Complementing Documents

- DBAA, Recruitment, Hiring & Background Checks for Classified Personnel
- DBAC, Recruitment & Selection of Instructional Staff
- KAAB-E, Volunteer Confidentiality Rules

**End of McClusky School District #19 Policy KAAB .....Adopted: June 19, 2018**