

## Staff Personnel

Series 400

### **Policy Title: SCHOOL VOLUNTEERS**

**Code No. 406.2**

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching.

The administration shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. They shall not be obligated to make use of volunteers whose abilities are not in accord with the district needs.

The administration is to inform each volunteer that he/she:

- is required to abide by all Board Policies and District guidelines while on duty as a volunteer;
- will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer;
- is not eligible for workers' compensation;

Furthermore, the Superintendent/designee shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times and they:

- Will have to complete a criminal background check prior to any volunteer activities
- If a criminal record check indicates that a volunteer has been convicted of or pleaded guilty to any offense described in Division (A)(1) of Section 109.572 of the Revised Code, the volunteer will be informed that the district is no longer interested in maintaining his/her volunteer service.

### **Volunteer Requirements**

Regular volunteers required to complete the background screening program include, but are not limited to, those who help in the following activities:

- Volunteers with a regular schedule in the school (classroom, playground, cafeteria, or library)
- Overnight trip chaperone
- Volunteer coach
- Volunteer providing services to individual students without direct supervision by school personnel

Occasional volunteers will not be required to complete the criminal background check. The school staff will conduct a minimal background screening for those individuals as appropriate:

This category includes, but is not limited to, those who help in the following activities:

- Occasional volunteer (ex. classroom party, school/community event)
- School-sponsored events (ex. career fairs, book fairs, after-prom, science fairs, school dances, guest speakers, field day)
- Projects w/little or only incidental contact w/students (ex. fundraisers, boosters, concession stands, scorekeepers)
- School Accountability Committees/School Improvement Advisory Committee, PTA

We appreciate your cooperation and support of this new expanded background screening program. We share with you the priority to ensure the welfare and safety of our students. Please contact the school office with any questions you may have regarding this program.

Date of Adoption:  
November 19, 2012  
January 10, 2014