

GUIDELINES FOR USE OF SCHOOL VOLUNTEERS

Building Principals are responsible for the acceptance and assignment of school/classroom volunteers, regardless of how the volunteers are secured. The following guidelines must be implemented in each building which uses school/classroom volunteers.

1. A sign-in sheet must be available in an easily-accessible location in the school office. Volunteers must be required to sign-in, indicating their name, the date, the time of arrival, the destination within the building, and the time of departure. Additional data may be gathered on this sign-in sheet for building records, if the principal so determines. Any volunteer who refuses to sign-in should be so reminded by school personnel. A refusal to sign-in, after reminder/request by school personnel, should be referred to the principal for follow-up. One potential consequence of repeated refusal to sign-in is the building's refusal to continue to accept the volunteer's services.
2. Posted in a visible location with the sign-in sheet is this statement: "Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BCII) and/or required to authorize release of their military personnel records."
3. Every volunteer must function under the immediate direction of a school employee. The school employee must plan activities for the volunteer's time such that the volunteer is busy and engaged during his/her time at the building, and must communicate those activities to the volunteer. Further, the school employee must supervise the volunteer while he/she is carrying out those activities, such that the volunteer does not have unsupervised access to a child. "Unsupervised access" indoors is defined as a volunteer being present in the same room with a child when no other person 18 years of age or older is present. "Unsupervised access" outdoors is defined as a volunteer being within a 30-yard radius of, or having visual contact with, the child with no other person 18 years of age or older present.

In general, school employees must not direct or allow a volunteer, while indoors, to take a child into another room where no other person 18 years of age or older is present. An exception can be made when, authorized by the building principal, a building volunteer has a criminal background check conducted through fingerprint impressions at the District Office at district expense, and such background check indicates the lack of a criminal record.

Volunteers may be allowed to work with a child(ren) in the teacher's classroom when the teacher is present, and may be allowed to work in the hallway with a child(ren) with the teacher periodically looking into the hallway so as to supervise the volunteer. Volunteers may not enter into a restroom with a child(ren) unless another person 18 years of age or older is present in the restroom. While outdoors, school employees must not allow a volunteer to be within a 30-yard

radius of, or have visual contact with, a child(ren) unless another person 18 years of age or older is present.

4. All employees must be alert to activities of volunteers when seen in hallways, cafeterias, and other commons areas of the building. Any situations which are cause for employee concern, whether the volunteer is under the direction of that employee or not, must be reported in a timely manner to a building administrator.

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