



Book	Policy Manual
Section	4000 Support Staff
Title	VOLUNTEERS
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#### 4120.09 - **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.

The District Administrator or designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list prior to being allowed to participate in any activity or program.

The District Administrator is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. upon acceptance as a volunteer, will agree to verification that a satisfactory background check has been conducted through appropriate State agencies.

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

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