

SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist District employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

Volunteers may be involved in many facets of school operations from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation services.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks, time schedules, and space for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Persons who wish to volunteer must contact the supervising administrator. All volunteers must sign the school's volunteer agreement and expectations form, while only Tier 2 and Tier 3 volunteers [see below] must also complete a volunteer application. The volunteer application form shall require the volunteer applicant to disclose any criminal convictions, sex offender status and identify two non-family member personal references. The supervising administrator shall be responsible for verifying that the individual is of good moral character is appropriate for the volunteer work to be performed, for ensuring that the public registry of sex offenders is checked on the New York State Division of Criminal Justice Services website, and both references are contacted before the volunteer begins rendering volunteer services. The supervising administrator may also consider his/her personal experiences with the individual and the experiences of other individuals in the supervising administrator's building as well as review information available through public sources and social media. The supervising administrator shall identify the volunteer activity as Tier 2 or Tier 3 on the volunteer application form. The volunteer application must be completed and submitted each school year for consideration by the supervising administrator.

- Tier 1-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by KCSD personnel will not be required to complete a volunteer application, although they will need to sign the school's volunteer agreement and expectations form. A volunteer fitting this example might be someone working at a school field day or fundraising event or someone working in the concession stand or making an occasional classroom visit.
- Tier 2-Regular volunteers during the typical school day/academic setting with student contact under constant supervision of KCSD personnel must complete a volunteer application and agreement acknowledging district expectations for volunteers. A volunteer fitting this example might include a room parent, class readers, front office volunteers and single day field trip chaperones.
- Tier 3-Regular volunteers outside the typical school/academic setting with student contact under the direct supervision of KCSD personnel must complete a volunteer application and agreement acknowledging district expectations for volunteers and have a background check performed by the district. A volunteer fitting this example might include assisting with extra, co-curricular clubs/activities and athletics that meet regularly.

Copies of all volunteer applications must be sent to the personnel office. Tier 2 and Tier 3 volunteers must be approved by the Board of Education. However, the Superintendent, or his/her designee, may grant emergency approval for volunteers, pending future board approval. Tier 3 volunteers must have a background check done. All background checks will be done at district expense.

The District shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding District employees.

All volunteers are required to act in accordance with the volunteer agreement and expectations, District policies, regulations and school rules. Any staff member who supervises volunteers shall report any volunteer who violates District policies, regulations or school rules to the supervising administrator, who may ask the volunteer to leave school grounds.

Each supervising administrator shall be responsible for maintaining a current and complete list of all active volunteers and their assignments and shall forward same to the Personnel office.

This policy is not intended to apply to student volunteers.

Cross Ref: 4531 Field Trips and Excursions

Volunteer Protection Act of 1997,
42 United States Code (USC) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18

1 st Reading of Amended Policy	02/19/14, 2 nd Reading 03/05/14, Adoption Date: 03/19/14
1 st Reading of Amended Policy	07/16/14 Adoption Date: 08/06/14
1 st Reading of Amended Policy	06/03/15 Adoption Date: 06/17/15
Amended: 10/21/15 suspending fingerprinting	
1 st Reading of Amending Policy	03/08/17 Adoption 03/22/17
1 st Reading of Amendment	12/11/19 Adoption 01/08/20