

PRAGUE SCHOOL VOLUNTEERS

TITLE: *School Volunteers/Screening Process*

POLICY:

In order to better ensure the safety of the students, the following procedures shall apply to all volunteers on the Prague School property:

- 1) Volunteers are defined as any person who may be approved by the Prague Board of Education or its designee. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who are using the school facilities or assist the teachers and other members of the school staff.
- 2) All volunteers who have or will have any contact with students other than his or her own child(ren) must meet the following requirements.
 - a) Complete a volunteer application;
 - b) Be subject to a background check via **name** and **birth date**;
 - c) Meet minimum criteria as set forth by the applications.
- 3) Student volunteers who are minors need not comply with sections a), b), and c) of paragraph two above. As minors, they must be under constant supervision by school personnel and may not under any circumstances be left alone with other students.
- 4) Volunteers who do not have any contact with students other than his or her own child(ren), such as booster club meetings, and civic club meetings need not comply with sections a), b), and c).
- 5) Current Prague School Board employees who desire to volunteer must complete a volunteer application form, but are exempt from an additional criminal records background check.
- 6) The Superintendent shall make final decisions on the eligibility of volunteers. **A person may contest a denial of eligibility in writing to the Prague Board of Education.**
- 7) All criminal background checks must be repeated annually.
- 8) Any documentation related to the screening of volunteers pursuant to this policy, including completed volunteer applications and the results of criminal records background checks, shall be kept solely at the District Office and released only in accordance with Oklahoma open records laws. School board employees who violate this confidentiality provision shall be subject to discipline.