

1.19 VOLUNTEER-COMMUNITY RESOURCE PERSONS-TIERED VOLUNTEER POLICY

The practice of bringing volunteers and/or resource people into the District as a part of the instructional/activity programs is encouraged provided the person's qualifications are adequately reviewed and prior approval is granted.

The following procedure applies to the use of volunteers at school and for school related activities.

A. Volunteer Tiers

1. Tier One- an occasional volunteer activity in a highly public setting under reasonable supervision by a WCSD #1 employee with little or no contact with students, does not require a volunteer application or a criminal background check. School administrators must take reasonable measures to ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
 - a. School fairs, field days, book fairs
 - b. Occasional classroom visits or speakers
 - c. PTO meetings and fundraising events
 - d. One-day field trips
 - e. Volunteers to work interscholastic middle and high school level activities such as running the official book and/or score clock.
 2. Tier Two- A regular volunteer activity and volunteer activity with student contact taking place under reasonable supervision by a WCSD #1 employee require completion of a volunteer application and confidentiality agreement acknowledging FERPA requirements. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
 - a. Room parents
 - b. Class readers
 - c. Front office volunteers
 - d. Volunteer coaches who do not travel with teams
 3. Tier Three-Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the WCSD #1 administration office or submission to the administration a report detailing the results of a prior fingerprinting. The administration office will also conduct background checks as prescribed under state law through other reporting agencies. The cost of fingerprinting for volunteers will be borne by the District. Tier three activities may include:
 - a. One-on-one tutoring
 - b. Overnight field trip chaperones
 - c. Group leaders/chaperones for day field trips outside a school employee presence
 - d. Volunteer coaches who travel with teams
- B. Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to the safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include, but not be limited to the following:

1. Appearance on any sex offender registry
 2. Conviction of/pleading no contest to/pretrial diversion of any felony
 3. Conviction of/pleading no contest to/pretrial diversion of any misdemeanor that indicates a volunteer who may pose a threat to the integrity or safety of the school environment
 4. Conviction of/pleading no contest to/pretrial diversion of DUI, Reckless Driving, or other related offenses
 5. A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity of safety to the school environment
 6. An administrator's determination that the volunteer's behavior renders that volunteer's participation in the activity to be inappropriate.
- C. Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any conviction of a felony or misdemeanor other than a minor traffic violation. Upon notification, if the volunteer wishes to continue, participation shall be reviewed under the standard described in paragraph B, above. The privilege of volunteering may be revoked from an individual at any time. **(Policy 1.19 adopted November 27, 2017)**