

SANTA ROSA CONSOLIDATED SCHOOLS

I-6600
SCHOOL VOLUNTEERS

SUPERINTENDENT
MARTIN MADRID

ADOPTED DATE: 04/14/2005

REVISED DATE: 09/21/2022



PURPOSE:

Establish procedures and guidelines for volunteers in the Santa Rosa Consolidated School District. We encourage parents, guardians, and family and community members to volunteer at our schools. SRCS strives to have a volunteer program that advances the district's educational priorities, goals and mission and support student academic achievement.

APPLICABILITY:

All volunteers who enter any of our Santa Rosa Consolidated Schools.

DEFINITIONS:

- A. Volunteer: Is an unsalaried person (parent, guardians, and family or community members) authorized by Santa Rosa Consolidated Schools to perform volunteer program services for the district. Volunteers serve in such capacity without compensation or employee benefits of any type. Volunteers serve at the discretion of the Superintendent (and/or his designee) without any expressed or implied privileges and may be released from volunteering if so deemed by the superintendent or designee.
- B. School Volunteer Programs: Are designed to advance the school/district's educational priorities, goals and mission; and to support student academic achievement.
- C. Supervised Volunteer: Is a volunteer that when with a student(s) is in line of site of district person(s) at all times.
- D. Unsupervised Volunteer: Is a volunteer with unsupervised access to students at any point and for any length of time.

POLICY:

- A. The District recognizes that one of the greatest resources of the school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. Therefore, the use of community resources and citizens to serve in furthering the educational program is encouraged.
- B. Staff members should study the needs of their respective schools, survey the resources available in the school community, weigh their probable usefulness, and then present to the Superintendent for approval any staff-developed plans for using those community resources.
- C. The Superintendent will consider all such plans, on both their merit and their implications, as if they were to be carried out throughout the District. Use of outside personnel and resources would be under procedures authorized by the Superintendent.

PROCEDURES:

- A. Volunteers can make many valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent.
- B. In order to protect the safety and security of children and school staff, any volunteer given access to students without the presence (line of site view) of a licensed staff member shall have a background and criminal history check, with the results received prior to allowing the volunteer such access.
- C. Volunteers are to be made aware of and comply with all District policies and procedures relevant to the performance of volunteer duties including but not limited to conduct, privacy, discipline, supervision and ethics. Each volunteer will be provided with a job description of duties, time requirements and qualifications, and be provided training, supervision and evaluation.
- D. Volunteer functions include things such as:
 - a. Assist teachers in providing basic skills instruction and enrichment opportunities that complement quality instruction and foster college and career readiness.
 - b. Enhance social and emotional skill development and experiences for students; increases student motivation for learning; assists students and families with support services that reduce barriers to learning.
 - c. Support attendance promotion, chronic absenteeism reduction, and dropout prevention by providing supplementary instruction and supports such as, but not limited to, tutoring, mentoring, and enrichment activities.
 - d. Build an understanding and support of school programs among interested citizens and business/community organization partnerships.
 - e. Strengthen school/family/community relations through positive participation opportunities.
 - f. Promote family engagement by actively supporting and seeking collaboration with PAC, school/community advisory councils, and other parent groups.
 - g. Support the safety and aesthetics of facilities.
 - h. Enhance district educational programs, but does not displace district employees or programs.
- E. Requirements and Examples of Volunteers
 - a. All volunteers shall be responsible for understanding the provisions of this procedural directive and shall:
 - i. Submit and receive approval of a volunteer application.
 - ii. The volunteer may be required to pay the cost of obtaining criminal history records. Volunteer applicants must submit to a background investigation by completing an application form and background consent form in accord with current District policy. If

a background check conducted from these criteria fails to return all necessary information, a background check using fingerprints may be conducted.

- iii. Perform volunteer work under the direction of assigned teacher, and/or school administrator.
- iv. Complete a required district volunteer training program and a school site orientation prior to beginning volunteer service.
- v. Not bring other children with them when volunteering during the instructional day.

F. There are two categories of volunteers who receive differing levels of background check clearances and badging: volunteers with unsupervised access to students and volunteers with supervised access to students.

- a. Volunteers with Unsupervised Access to Students - These are volunteers who may conduct functions that lead them to have unsupervised access to students at any point and for any length of time.
 - i. Unsupervised volunteers must obtain FBI fingerprint background check by SRCS through the DPS approved system.
 - ii. Unsupervised volunteers must obtain a badge with their name and photo for the current school year from SRCS Central Office prior to providing services or having access to a school or students. They must:
 1. wear the badge on their person in plain sight at all times when volunteering
 2. only use the badge for approved volunteer services and locations, and
 3. return the badge to SRCS Central Office when no longer volunteering
 - iii. Unsupervised volunteers must sign in and out of SRCS schools and facilities every time they provide volunteer program services, unless they are providing services outside of scheduled school day.
 - iv. Unsupervised volunteers must be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
 - v. Typical examples of volunteer functions with unsupervised contact with students include, but are not limited to:
 1. tutors and mentors
 2. volunteer coaches
 3. school-site safety patrols
 4. after-school programs and club activity

- b. Volunteers with non-stop supervised access or no access to students – These are supervised volunteers who serve in public settings and classrooms where they have no solitary unsupervised time with students; they remain always within an unobstructed view of paid SRCS employees and have no unsupervised access to students.
 - i. Supervised volunteers are volunteers who conduct functions that guarantee that they never have unsupervised access to students at any point and for any length of time.
 - ii. Supervised volunteers must obtain a general volunteer background clearance by Santa Rosa Police Department and show a volunteer clearance to the school/department prior to providing services.
 - iii. Individual schools shall not issue supervised volunteers a badge. Schools will provide supervised volunteers with a SRCS volunteer badge each time they come to the school to volunteer.
 - iv. Supervised volunteers must sign in and out of SRCS schools and facilities every time they provide volunteer program services.
 - v. Supervised volunteers must be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).
 - vi. Typical examples of volunteer functions with supervised contact with students include, but are not limited to:
 - 1. classroom tutoring
 - 2. classroom reading
 - 3. classroom assistance
 - 4. library assistance
 - 5. front office assistance
 - 6. parent chaperones

G. Qualifications of Volunteers

- a. Approval of volunteers shall be at the discretion of the school principal. Volunteer approval and assignment shall be based on factors including, but not limited to:
 - i. Completion of all volunteer requirements, to include required training courses
 - ii. A volunteer's service must be connected to advancement of the school/district's educational priorities and mission, help schools achieve district goals, and support student

academic success. Services that do not meet this criteria are not considered to be appropriate school volunteer activities

- iii. Possess a positive attitude; interest in and enthusiasm for working with/supporting children
- iv. Possess the ability to work cooperatively and under the supervision with school personnel
- v. Possess adequate communication skills
- vi. Possess good health, moral character, dependability, and personal hygiene
- vii. Possess the ability and willingness to participate regularly

H. Disqualification or Release of Volunteers

- a. Volunteers serve at the discretion of the Superintendent. Volunteers may be suspended or released from service at a specific school or throughout the district.
- b. Volunteers may be released from service to the schools or district in the following circumstances:
 - i. When the needs of either the school or the volunteer cannot be met
 - ii. Volunteers who violate district codes of conduct, any local, state, or Federal law, or violate a district policy or procedure
 - iii. Background clearances with felony and misdemeanor convictions or registered sex offender may eliminate volunteer eligibility
 - iv. Changes in the criminal background of a volunteer that results in a change of status in their volunteer clearance or FBI criminal background clearance, as verified by the district fingerprint and background checks department
 - v. At the discretion of the Superintendent

I. Individual School Sites – School Principals

- a. School principals shall be responsible for leadership and oversight of school volunteers and ensure that:
 - i. the scope, priorities and functions of the school volunteer program are determined through input and data about/from students, families, community partners and staff
 - ii. the scope of volunteer needs and functions shall include determinations of which volunteer positions fit into each of the volunteer categories
 - iii. pursuant to state regulation, shall conduct an annual evaluation of the school volunteer and adjust as required to ensure that volunteers are advancing the school's/district's educational priorities, goal, and mission and/or supporting student academic achievement.

- iv. they promote a climate and develop an infrastructure whereby volunteers feel welcome, needed, and effectively utilized on the school campus
- v. volunteers receive notification of release from service (when appropriate)
- vi. staff monitor visitor and volunteer sign in and out processes, including: checks of photo identification, issuing a volunteer badge for all supervised volunteers and visitors daily, confirmation that the volunteer has a current clearance
- vii. instruct all staff to ask any person on campus who is not wearing either a daily-issued volunteer/visitor badge or district issued unsupervised volunteer badge, to inquire as to the purpose of that person's presence in the school building

J. This policy shall not apply to:

- a. adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical performance, or to participate in a sponsored program;