

COLORADO SPRINGS SCHOOL DISTRICT 11

OCT 26 2016



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**Management Directive from the Superintendent
FY16/17**

Date: October 26, 2016

Subject: Management Directive – Volunteers

Management Directive #: MD-11 FY16-17

Purpose:

To provide direction to all Colorado Springs School District 11 staff members regarding the rules and procedures surrounding volunteers and visitors throughout the District.

District 11 Volunteer Services & Community Partnerships has established a web page that provides guidance in the use of volunteers for the District: <http://www.d11.org/volunteers>. In addition, the District's Board of Education has adopted policies that govern volunteers and visitors throughout the District. Policies IJOC, IJOA, EEAG, KB and KI are among the policies and regulations that address the participation of volunteers and visitors in the District.

District staff members are expected to be familiar with policies and procedures surrounding the participation of volunteers and the welcoming of visitors on District property. District staff members are required to contact District 11 Volunteer Services & Community Partnerships for help interpreting policy and procedure. Following are the MUST DOs and DON'T DOs surrounding volunteer engagement:

MUST DOs

- Do familiarize school staff with policies and procedures that affect engaging volunteers
- Do register every individual who provides a service at your school and receives no payment
- Do validate the individual's identity by checking a driver's license, passport or military id to be sure the picture, and birth date on picture identification match the individual registering
- Do review the volunteer registration form to assure it is complete
- Do send the completed volunteer registration form with the original signature to Volunteer Services to be kept on file
- Do register employees who are providing a service that is outside the course and scope of their assigned job duties
- Do provide training and supervision of volunteers at your school
- Do require volunteers to log their volunteer hours using the online system or completing a volunteer log at the school

- Do require volunteers accompanying students on an overnight field trip to submit to and pass an extensive background check – allow six to nine weeks for results to be returned to the District.
- Do provide field trip volunteers with field trip procedures
- Do follow the direction Volunteer Services provides when reporting the background check to principals
- Do register volunteer drivers and ask them to complete the Volunteer Driver form and provide a copy of their proof of insurance and valid driver's license
- Do familiarize yourself with characteristics of sex offenders: <http://www.mannaafreedom.com/wp-content/uploads/2011/05/Top-10-Characteristics-of-Sexual-Predators.pdf>

DON'T DOs

- Don't allow volunteers to be alone with a student or students without clearing an extensive background check, unless a District employee is also present.
- Don't assume that your familiarity with an individual or their professional associations exempts them from following District 11 Board of Education policies that apply to volunteers
- Don't allow volunteers to work with confidential student or staff records or information
- Don't allow volunteers to distribute, use, discuss or read materials to students that have not been approved by the Principal or designee
- Don't place individuals who are required to do court ordered community service until they have been screened by Volunteer Services
- Don't allow individuals to speak as classroom enrichment speakers without preapproval of their presentation, registering them as volunteer and notifying Volunteer Services of the visit

Signed:  Date: 10-26-16
 Dr. Nicholas M. Gledich, Superintendent