

SCHOOL VOLUNTEER SERVICES

I. Scope

This regulation is written in support of Colorado Springs School District 11 Board of Education (the Board) Policy IJOC, School Volunteer Services, and is intended to establish procedures for developing and establishing a volunteer program in Colorado Springs School District 11 (the District) schools and to outline responsibilities of District staff and volunteers.

II. Definitions and Categories of Volunteers

Types of Volunteers:

Community Service – A service provided by a volunteer to support student achievement within our schools as a requirement of an institution, organization, or judicial system.

District Staff Member Volunteer – A District employee volunteering outside of the course and scope of his/her job duties must register as a volunteer through Volunteer Services and Community Partnerships (hereinafter referred to as “Volunteer Services”).

GrandFriend - An individual participating in the GrandFriends project. The GrandFriends project places senior community volunteers in classrooms, where they assist students with the objective of increasing academic achievement.

Guest Speaker – Any individual requested by a District staff member to present to students, staff or community members. Guest speakers must be registered as volunteers through Volunteer Services.

Mentor - An adult who, along with parents and schools, provides young people with support, advice, friendship, reinforcement and constructive example. Mentors are good listeners, role models, people who care, and people who want to help young people bring out strengths that are already there.

Sidekicks – A District-sponsored program established for the purpose of matching student requests for a single interview and/or shadow opportunity in a specified career with an adult employed in the particular career field.

Tutor – An adult volunteer charged with the instruction and guidance of a student individually in a specific subject for a particular purpose.

Volunteer – A community member who is willing to donate his/her time and energy to assist principals, teachers, and other school District personnel in implementing various phases of school programs. For the purpose of implementing the District’s Volunteer Service Program, all persons meeting this definition must register with Volunteer Services (this includes District/School committee volunteer members).

Work Study Program - A program established to give high school or college students work experience.

Registration and Types of Background Checks:

Registration – Individuals seeking to volunteer for the District shall register with Volunteer Services. Individuals may not volunteer for the District until they have met all of the requirements outlined in section IV of this regulation.

Extensive Background Check – A background check that requires fingerprints to be taken in addition to the name and date of birth of an individual. This type of background check accesses the Colorado Bureau of Investigation/Federal Bureau of Investigation (CBI/FBI) criminal records, as well as civil and driving records.

Preliminary Background Check – A background check that is conducted based on the name and date of birth of an individual. This type of background check accesses the criminal database, civil records, driving records and the sex offender registry.

Random Background Check – A background check that is conducted randomly, based on a list of names generated by District software. Random background checks are conducted based on the name and date of birth of an individual, and check the same records as those in a preliminary background check.

III. Operating Assumptions

- A. Volunteers in our schools support student achievement in a variety of ways. All volunteers will receive orientation, training, and supervision from school personnel to ensure effective use of their services.
 1. Subject to Principal approval, volunteers may assist in the following areas:
 - a. Instructional Service Areas, including, but not limited to, classroom aide, tutor, mentor or guest speaker in reading, math, art, science, social studies, music, drama, foreign language, technology, and other curriculum-related activities;
 - b. Support Service Areas, including, but not limited to, cafeteria, health, clerical, attendance, room parent/chaperone, advisory committee, booster club, or newsletter; and
 - c. Any other area the Principal deems appropriate.
 2. Volunteers may be recruited from many different populations, including, but not limited to, parents, business people, community members, retired seniors, high schools, colleges, and universities.
 3. Individuals who serve as volunteers under this policy may be covered under the District's general liability and errors and omissions insurance policy in accordance with the terms of such policies. All claims made by volunteers will be

handled in accordance with Board Policy EI, Insurance Program/Risk Management.

4. Volunteers shall not be permitted to work with confidential student or staff records or information.
 5. Volunteers may not distribute to, use with, discuss with, or read to students materials that have not been previously approved by the Principal.
- B. The Supervisor of Volunteer Services shall design and implement a comprehensive volunteer program working extensively with school staff and the public.
- C. Community service volunteers must be screened and placed by the Supervisor of Volunteer Services.

IV. Procedures

- A. Volunteers will be advised that once they register as volunteers, a preliminary background check will be conducted. A volunteer will be advised that he/she may be subject to random background checks. The results of the background check, to the extent possible, will be kept confidential and submitted to the Supervisor of Volunteer Services by the Security Department.

Volunteers may not be alone with children other than their own children, unless they have passed an extensive background check. An extensive background check will be performed by the District's Security Department and paid for by the school or individual volunteer when:

1. A principal requests an extensive background check;
 2. A volunteer is expected to accompany ~~one or more~~ students on an overnight field trip. (See Policy IJOA);
 3. The District has reason to believe the volunteer has been arrested, charged with or convicted of a criminal offense; or
 4. The District otherwise determines that an extensive background check is appropriate.
- B. Except as provided below, a person is prohibited from serving as a volunteer if;
1. The person faces unresolved charges or has been convicted of or pled guilty or nolo contendere to, or faces unresolved charges or has been convicted of or pled guilty or nolo contendere to attempt, solicitation or conspiracy to commit, one of the following offenses:
 - a. Felony child abuse (as defined in C.R.S. § § 18-6-401);

- b. A crime of violence (as defined in C.R.S. § 18-1.3-406);
 - c. A felony involving unlawful sexual behavior (as defined by C.R.S. § 16-22-102(9)).
 - d. Except as provided below, a felony, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence (as defined in section C.R.S. § 18-6-800.3);
 - e. Except as provided below, a felony drug offense described in part 4 of article 18 of title 18, C.R.S. § committed on or after August 25, 2012; or
 - f. Felony indecent exposure (as described in C.R.S. § 18-7-302); or
 - g. An offense in any other state, the United States or any territory subject to the jurisdiction of the United States, which, if committed in this state, would constitute an offense described in section IV.B.1(a)-(f) above.
2. The individual volunteering or seeking to volunteer fails to submit fingerprints on a timely basis following receipt of a request by the District.
3. Disqualification pursuant to IV.B.1.d. and IV. B.1.e. shall be for a period of five years following the date upon which the offense was committed and for an offense described in IV.B.1.d., the individual shall have successfully completed any domestic violence treatment required by the court. The five-year disqualification period may be extended, shortened or eliminated, subject to the criteria set forth in IV.B.4. below.
4. Individuals convicted of other criminal offenses may be disqualified by the District from serving as volunteers on a case-by-case basis after assessing the individual's current safety risk, including such factors as:
- a. The seriousness and nature of the offense;
 - b. The time elapsed since the date the offense was committed;
 - c. The nature of the volunteer position held or sought by the individual; and
 - d. Other relevant information.

The decision of the District shall be final.

- C. The Supervisor of Volunteer Services will have the final authority to accept or reject any volunteer in the District at any time for any reason permitted by law.
- D. Sequential Steps in Developing and Establishing a Volunteer Program.

1. The Principal designates an individual to serve as the volunteer coordinator for his/her school. The volunteer coordinator works collaboratively with the Supervisor for Volunteer Services.
2. Staff at the school complete and submit to the Principal and the volunteer coordinator identified areas of need and aid in matching requests for volunteers to the volunteers' skills. School staff, in collaboration with the Principal, identify the needs that volunteers can fulfill.
3. The volunteer coordinator will attend training provided through Volunteer Services.
4. The Principal, the volunteer coordinator and teachers are responsible for recruiting volunteers. Upon request, the Volunteer Services may assist with recruitment.
5. The volunteer coordinator will review the volunteer packet that includes clear direction on the services required with the volunteer and ensure that the required paperwork has been completed and distributed.

V. Responsibilities

- A. The Volunteer Services Supervisor is responsible for:
 1. Developing guidelines for school staff to determine the need for volunteer services;
 2. Suggesting methods and assisting schools in recruiting, screening, and placing volunteers;
 3. Establishing and conducting training in volunteer program development for the volunteer coordinator;
 4. Providing standards, guidelines, and other volunteer program materials for the volunteer coordinator;
 5. Serving as a consultant to schools initiating or expanding their volunteer Programs;
 6. Working with each Principal to identify contact persons in the school and Community;
 7. Collecting data, preparing of reports, and developing the continuous improvement plan for the volunteers program; and
 8. Formulating and recommending methods by which school volunteer programs and volunteers are given recognition.
 9. Notifying the Superintendent when this regulation and/or policy are not followed.

B. The Principal is responsible for:

1. Conducting a staff orientation meeting to familiarize staff with the volunteer program;
2. Assuring that each volunteer completes and submits to Volunteer Services a *Volunteer Registration Form*;
3. Maintaining a record of the attendance of each volunteer using the District's approved tracking system;
4. Supervising the scheduling of the volunteer, determining the role of the volunteer, and assuring that the volunteer has no access to confidential student or personnel information;
5. Assuring that the volunteer is not assigned the responsibility for disciplining students, but assists the teacher in maintaining proper behavior of students, and reports behavior problems to the teacher for appropriate action;
6. Assuring that the volunteer is provided an orientation and training during the school year in cooperation with the volunteer coordinator;
7. Reporting any accident, incident, or injury involving a volunteer in accordance with Policy EI, Insurance and Self-Insurance Program/Risk Management;
8. Assuring that the volunteer is not assigned the responsibility of supervising a classroom;
9. Determining the need for volunteer services and submitting it to the volunteer coordinator when help from Volunteer Services is needed;
10. Providing recognition of and appreciation for volunteers.
11. Following the District's Management Directives.
12. Ensuring this regulation IJOC-R is followed in its entirety.

C. The Teacher is responsible for:

1. Collaborating with the Principal and the volunteer coordinator in planning for volunteers;
2. Determining the need for volunteers;
3. Preparing work and materials for volunteer assignments and supervising the work of volunteer(s) placed with the teacher;

4. Discussing with the volunteer student discipline procedures, special problems related to their work, class routines and procedures, specific duties that will be expected, and the materials and/or equipment that will be used;
 5. Informing the volunteer of any changes in the program schedule; and
 6. Assisting with the recognition of volunteers.
 7. Assuring that volunteers are supervised by employees.
- D. The volunteer coordinator is responsible for:
1. Serving as a liaison between the school and Volunteer Services;
 2. Attending volunteer coordinator training provided by Volunteer Services;
 3. Assisting with the orientation of staff to the volunteer program;
 4. Assisting with recruitment of volunteers;
 5. Assisting with training and orientation of volunteers;
 6. Replacing, with the approval of the Principal, and rescheduling of volunteers as needed;
 7. Maintaining school records for Volunteer Services; and.
 8. Assisting with the recognition of volunteers.
- E. The volunteer is responsible for:
1. Self-reporting arrests, charges, convictions, pleas of not guilty or nolo contendere, for any felony, misdemeanor, or alcohol/drug related traffic offense.
 2. Completing the Volunteer Services *Registration form*;
 3. Signing in and obtaining and wearing a nametag when reporting to an assignment and signing out when leaving an assignment;
 4. Notifying the volunteer coordinator or the teacher when an illness or other circumstances prevent the volunteer from reporting to the school;
 5. Respecting the confidentiality of student information and other school matters;
 6. Reporting suspected incidents of child abuse to the supervising teacher, a school administrator, law enforcement, or the Department of Human Services;
 7. Carrying out only those duties assigned;

8. Attending professional meetings or programs as appropriate;
9. Respecting the importance of instructional time and making child care arrangements for children not attending school; and
10. Following all Board of Education policies and administrative regulations;
11. Striving to provide a safe environment for students.

Revised September 2006
Revised October 12, 2016

LEGAL REFS.: C.R.S. § 16-22-102(9)
C.R.S. § 18-1.3-406
C.R.S. § 18-6-401
C.R.S. § 18-6-800.3
C.R.S. § 18-7-302
C.R.S. § 19-3-308
C.R.S. § 22-32-109.8

CROSS REFS.: Policy ECA/ECAB, Security/Access to Buildings
Regulation ECA/ECAB-R, Access to Buildings (Keys)
Policy EEAG, Student Transportation in Private Vehicles
Policy EI, Insurance and Self-Insurance Program/Risk Management
Policy IJOA, Field Trips