SCHOOL VOLUNTEERS

The Board of Education recognizes that volunteers make valuable contributions to the schools. Volunteers have an important role in creating good school-community relations, as well as in enhancing the instructional program.

Definitions

Volunteer – Volunteers are individuals who do not receive compensation or compensatory credit as a student-teacher for assisting in school or district programs, as well as district-affiliated programs such as PTA/PTO programs. For district employees, volunteering is involvement in any task that is substantially different from their current paid work assignment(s).

Volunteering in Columbia Public Schools is categorized into two (2) basic categories: regular and occasional. *Regular volunteers* are individuals who are working in the school on a regular basis performing, among a variety of activities, supervisory, clerical work or contributing educational expertise directly to students' curriculum. *Occasional volunteers* are individuals who, under supervision of a school employee, may periodically assist the school with an event such as a field trip, student performance program or some other short-term activity.

General

The superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws, district policies and procedures.

Volunteers shall act in accordance with district policies, regulations and school rules. Volunteers are under the direction and control of the building principal. The building principal may ask a volunteer to leave the campus if he or she violates a school rule. The superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteers shall maintain the same confidentiality standards expected of certificated personnel and exhibit the ethical behaviors of a professional. Volunteers shall not have access to confidential student files or records.

A criminal/child abuse record check shall be performed for each volunteer who has regular and frequent contact with students; unsupervised or one-on-one contact with students; or serves in a supervisory role. Criminal/Child abuse record checks will be waived for parents/legal guardians who volunteer at the school where their child is enrolled, current district employees, and employees who have retired from the district within three (3) months of requesting to volunteer. Occasional volunteers who have supervised contact with students do not need to complete criminal/child abuse record check. Volunteers subject to a criminal/child abuse record check will be required to resubmit

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record check information if there is a break in volunteering outside of the usual school year cycle breaks. If reasonable cause exists, any volunteer may be asked to submit or resubmit for a record check at anytime. The district shall pay the criminal/child abuse record check fee required by the Missouri State Highway Patrol and Missouri Department of Social Services. Results of criminal/child abuse record check will be submitted to the superintendent or designee for review. Individuals who are determined will not compromise the safety of students will be approved for volunteer status.

Volunteers will be covered under the district's liability insurance policy while performing services sponsored by the school or the district.

Districtwide recognition of volunteer services shall be made annually.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 04/10/2006

Cross Refs: AC, Prohibition Against Discrimination and Harassment
GBEBC, Criminal Background Checks

Columbia School District No. 93, Columbia, Missouri

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