

### DISTRICT VOLUNTEERS

The Board encourages volunteer participation in all areas, programs, and activities of our schools.

#### Definition

A volunteer is a non-paid person functioning under the sponsorship of the Board and at the direction of the responsible administrator or designee. This definition would include, but not be limited to, the following: Adopt-A-Reader volunteers, Copy Parents, and other CHEERS volunteers who are in the schools on a regular basis. Chaperones on school fieldtrips, excursions, and other district-sponsored trips (see Policy 2340) would be considered volunteers as well. In addition, PTO Officers will also be considered volunteers.

Parents or Guardians who attend class or school events are not considered volunteers, but would be addressed by policies 9150 (Visitors) and 9160 (Public Attendance at School Events.)

The volunteer program shall be known as C.H.E.E.R.S. or Citizens Helping Educators Encourage Responsible Students.

#### Screening of volunteers

Any person who volunteers to work with the District shall be screened annually through the Internet sites for the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the Offender Tracking System (OTIS), prior to being allowed to participate in any activity or program. Screening and approval of volunteers will be conducted by the Assistant Superintendent of Administrative Services or his/her designee. Names of approved volunteers will be maintained in a district database and shared with the district and building CHEERS coordinators as appropriate.

The Administration shall develop and implement administrative guidelines for the process and timeline for screening of volunteers.

#### Expectations of volunteers

The Superintendent or his/her designee will inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer.

- B. will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation.
  
- C. should be in a location visible to District staff at all times while volunteering with students in the school setting.

Coordination of volunteers

The Board approved district program coordinator shall be responsible for the direction and the operation of the CHEERS program. A building program coordinator shall be appointed to conduct the day-to-day volunteer coordination for each school building in the District. Appropriate coordinators shall be appointed to provide coordination for future programs that should be deemed appropriate for volunteers by the Board.

*Adopted February 20, 1989  
Revised July 21, 2008  
January 19, 2015*