

Greater Albany SD 8J
Administrative Regulation

Code: **IICC-AR**
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8/19/13
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Volunteers

The purpose of the district's volunteer program is to enhance educational opportunities for students by enriching the experiences beyond those the schools can provide. Volunteers can provide more effective utilization of staff time and skills, give time for more individual attention to student and promote greater school-community involvement.

Like building employees, volunteers are responsible to the principal. Principals are encouraged to use volunteer services whenever needed and possible.

Principals may recruit volunteer building coordinators who will serve in the school. The volunteer coordinator will recruit and counsel volunteers, assist in training volunteers and serve as liaison for the principal, staff and volunteers.

Specific rules and guidelines of the volunteer program are:

1. Volunteers must be advised that they will be subject to a an online criminal history verification every two years. This form is available on the district website;
2. The actual background check will be submitted through Criminal Information Systems Inc;
3. The human resources department will review the results of all Oregon criminal history verifications. If a criminal history does exist, the human resources department will make a decision regarding the eligibility of the applicant to volunteer.
 - a. Any applicant to volunteer who is found to have misrepresented his/her criminal history on the volunteer registration materials, or is found to have a criminal history as indicated by the Oregon criminal history verification which would prevent him/her from being employed in the district, will not be allowed to volunteer in the district.
 - (1) The principal of the school at which the volunteer completed the criminal history verification form will be notified of this decision by the human resources department.
 - (2) The prospective volunteer will be notified of his/her status by the human resources department.
 - b. All other applicants to volunteer who are found to have a criminal history may be denied the opportunity to volunteer in the district at the discretion of the human resources department.
 - (1) The principal of the school at which the volunteer completed the criminal history verification form will be notified of the decision by the human resources department.
 - (2) The prospective volunteer will be notified of his/her status by the human resources department.

- c. Any applicant to volunteer in the district may appeal the decision of the human resources department. That appeal should be made to the superintendent or his/her designee, who shall make the final decision regarding the applicant's eligibility to volunteer in the district's schools;
4. Volunteers are asked to maintain the professional attitude of respecting the confidentiality of all information and activities related to students and other personnel in the school;
5. Volunteers are asked to abide by the same district policies pertaining to appropriate behavior at school as employees, including, but not limited to, smoking, use of alcohol or controlled substances, profanity, discipline and the promotion of personal religious doctrine;
6. Because dependability is so important to the success of the volunteer program, volunteers are asked to call the school as early as possible if unable to fulfill their volunteer obligation;
7. If volunteers wish an explanation for something they do not understand, they should ask the teacher, principal or volunteer coordinator;
8. Volunteers will be informed of the following rules:
 - a. Teachers are always responsible for students assigned to them;
 - b. Teachers are responsible for general planning, individual student diagnosis and prescription decisions;
 - c. Principals must remain the final judges of whether a particular volunteer may work at the school and must be free at any time to discontinue the volunteer's service at the school. Volunteers, of course, may ask for reassignment;
9. Volunteers are not to administer student discipline in the schools;
10. Volunteers should be told the appropriate time commitment needed for a particular volunteer job.