

SCHOOL VOLUNTEER PROGRAM

The District shall operate a volunteer program. The program shall be designed and implemented in a safety-conscious manner but shall in no way overly consume district resources, monetary or otherwise.

Definition

Volunteer. Any person over the age of 18 who is a non-student providing assistance with a school activity, which includes, but is not limited to, contact with students or school personnel in an educational setting, whether on school grounds or not.

Volunteer Screening

Methods used to screen volunteers shall in no way discriminate against any protected status. Anyone wishing to volunteer in district schools shall complete a volunteer application. Completion of this application is a prerequisite for obtaining permission to volunteer in district schools. The application shall be developed by the Superintendent and shall require volunteers to list qualifications, supply references, and supply any other information as requested by the Superintendent.

The Superintendent or building principal shall evaluate whether or not the volunteer is qualified. Individuals deemed qualified by the Superintendent or building principal shall be allowed to volunteer at the building they have been approved for.

Adjudication

An appointed district employee certified by the Bureau of Criminal Investigations, in consultation with the Superintendent, shall adjudicate volunteer applicants' criminal history records, and shall make final determinations about suitability for service.

The District is not obligated to utilize the services of any applicant who, in the adjudicator's judgment, exhibits qualities inconsistent with the district's mission, potentially disruptive to district operations, or potentially threatening to district safety. Volunteer applicants shall be disqualified for service for at least the following reasons:

1. The applicant has committed a felony, sexual offense (as defined by NDCC 15.1-13-26), crime against a child (as defined by NDCC 15.1-13-26), or any other offense involving a child victim.
2. The applicant falsified or omitted information submitted during the application process, including, but not limited to, information concerning criminal convictions or pending criminal charges.

Volunteer Applicant Rights

Records obtained by the District for background and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the personnel records policy. The adjudicator shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34 and shall give the applicant a reasonable time to correct and/or complete his/her criminal history record or decline to do so before making a determination on qualification for service.

RECOMMENDED

Descriptor Code: KAAB

Orientation and Training

The Board shall develop a list of district policies to which volunteers must abide. The building principal shall make volunteers aware of these policies, procedures, and rules before they begin service through a volunteer orientation, volunteer handbook, or other means and shall inform volunteers of the requirement to abide by these policies, procedures, and rules regardless of whether or not volunteers are specifically named in them. Volunteers shall agree in writing to this requirement prior to performing services for the District.

Volunteers shall also receive any required training as delineated in the job description prior to performing services.

Disciplinary Sanctions and Authority

Volunteers shall perform only those duties that they are assigned and abide by applicable policies, procedures, and rules. Failure to comply with these requirements may result in disciplinary action up to and including dismissal from service. The building principal or Superintendent is responsible for disciplining and dismissing volunteers.

Insurance

The District will provide liability protection for volunteers while performing assigned duties for the District.

Complementary Documents

- DBAA, Recruitment, Hiring and Background Checks for Classified Personnel
- DBAC, Recruiting and Hiring Teachers
- KAAB-E, Volunteer Confidentiality Rules

End of Williston Basin School District #7 Policy KAAB Adopted: 07/28/21