

SALEM SCHOOL DISTRICT  
Salem, Connecticut

COMMUNITY RELATIONS

SCHOOL VOLUNTEERS

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Building Principal or designee directs volunteer recruitment, screening, placement, and training within the following parameters:

1. **Qualifications:** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers:** No person who is a convicted felon or a "registered sex offender," may serve as a volunteer. Every time a new list of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer application during that school year. Whenever someone submits a new volunteer application, the Superintendent's Office shall review the sex offender list. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.
3. **Recruitment:** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. All volunteer must complete a volunteer application (available in the Superintendent's Office) and that completed application must be submitted to the Building Principal. The Building Principal must submit an updated volunteer list to the Superintendent by September 15<sup>th</sup> of each school year.
4. **Role:** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision:** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent.

The relationship between a volunteer and staff member should be one of mutual respect and confidence.

6. Screenings: Screening volunteers is critical because of the vulnerability of the population the school district serves. When visiting the school, each volunteer must provide a valid government issued photo identification and must sign in at the Greeter/Receptionist station prior to visiting any class or program. All volunteers must wear a visitors badge at or above the waist and in clear view at all times while visiting the building. When volunteers leave the building, they must sign out and return the badge to the Greeter/Receptionist. Unless he or she has already done so during the current academic year, the volunteer must complete a volunteer application each school year. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

Procedures 1<sup>st</sup> Reading: July 16, 2007

Procedures Adopted: August 13, 2007

Revised Procedures Adopted: January 7, 2014

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