

**SERIES 300
INSTRUCTION**

353.1

SCHOOL VOLUNTEERS

An individual shall not be allowed to volunteer in the schools until his/her criminal background check is completed and evaluated by the District Administrator or his/her designee. Volunteers who have been approved for service shall be notified in writing of their approval on an annual basis.

The School Board recognizes that volunteers can make valuable contributions to the District's schools and enhance learning opportunities for students. Therefore, the Board encourages community members to volunteer in the Marshall Public Schools, subject to suitable administrative rules, regulations and safeguards.

The safety and well-being of District students and staff is of paramount importance. Therefore, all adult volunteers who consistently and routinely volunteer in the schools for educational purposes and have access to confidential student information and/or unsupervised contact with students will be subject to a national and/or state criminal background check. These checks will be conducted annually. It shall be the responsibility of school staff who coordinate volunteer activities at each building in the district to make sure that such individuals have been screened. Upon successful completion of the background check, volunteers shall be permitted to volunteer in district supported activities including work in classrooms, serving as a chaperone for field trips, supervising student activities, etc. Upon arrival at a school building, approved volunteers will be issued a volunteer badge and will be required to wear it at all times during their volunteer activities. Volunteers shall notify the District Administrator immediately should their arrest or conviction situation change. School administrators retain the authority to approve all school volunteers and the tasks they perform in the schools.

Appropriate recognition of volunteer services shall be made at least annually.

School volunteers will not be permitted to transport students within the scope of their volunteer activities.

Legal Reference:

Cross Reference: Administrative Rule 353.1 School Volunteer Procedure
 Administrative Exhibit 353.1 School Volunteer Application

Date of Adoption: November 16, 2011