

RED HOOK CENTRAL SCHOOL DISTRICT

POLICY# 1250

School Volunteers

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist District employees in providing more individualized and enriched opportunities in instruction. The Board of Education encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

School personnel, who are responsible for determining tasks that might involve volunteers, shall ensure that all tasks are appropriate and that volunteers are adequately supervised and evaluated. Persons wishing to volunteer must contact the appropriate supervising school employee to determine whether there is a need and desire for such services. At no time will volunteers be used to provide transportation services.

If the supervising school employee determines that the volunteer would be deemed a Tier 1 volunteer (as defined below) no application process is necessary, but said employee must ensure clearance on the NYS Sex Offender Registry. If the supervising school employee determines that the volunteer is either a Tier 2 or Tier 3 volunteer (as defined below), an application packet must be completed by the volunteer and submitted to a building administrator. The building administrator in receipt of a completed application packet will determine whether the volunteer will be deemed a Tier 2 or Tier 3 volunteer and process the application accordingly.

Tier 1 Volunteer – Someone who volunteers occasionally (i.e., with very limited frequency), in a highly public setting, and is under constant supervision by RHCS D personnel. Such a volunteer will not be required to complete an application, but clearance from the NYS Sex Offender Registry will be required. A volunteer fitting this example might be someone who visits a classroom for one day to read a story, present about a career, or share some other experience.

Tier 2 Volunteer – Someone who volunteers regularly (i.e., weekly, monthly, or for a series of days) and is under the supervision of RHCS D personnel. These volunteers may occasionally work with students in a less structured setting with indirect supervision (e.g., in a hallway or separate location for the general classroom). These volunteers must complete an application form, have references checked by the building administrator (or his or her designee), read the volunteer expectation form, sign the form to indicate understanding and agreement, and receive clearance from the NYS Sex Offender Registry. A volunteer fitting this example might be a regular classroom volunteer, a regular garden volunteer, or a regular recess volunteer. Tier 2 volunteers may, at the supervising administrator's discretion, be reappointed on multi-

year basis so long as the volunteer acknowledges in writing that there have been no material changes to the original information provided in the application packet.

Tier 3 Volunteer – Someone who volunteers on a very regular basis and is under the supervision of RHCSD personnel. These volunteers are likely to be in regular contact with student(s) outside of the school day and will likely experience indirect supervision. These volunteers must complete an application form, have references checked by the building administrator (or his or her designee), be fingerprinted with clearance, read the volunteer expectation form, sign the form to indicate understanding and agreement, and be Board of Education approved. A volunteer fitting this example might be a club advisor volunteer, an athletic volunteer, or a regular volunteer with the school musical.

Copies of all volunteer applications must be sent to the personnel office. The District will retain a complete copy of all information obtained through the application process for the same period of time it retains information regarding District employees.

All volunteers are required to act in accordance with District policies, the volunteer expectations, regulations, and school rules. Any employee who observes a volunteer violate any District policies, volunteer expectations, regulations, or school rules is required to report such violations in a timely manner to an immediate supervisor.

This policy is not intended to apply to student volunteers.

Approved by BOE: 4/29/15