



Book	District Policies - Weld County School District 6
Section	K: School Community-Home Relations
Title	Volunteers in Schools
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Volunteers in Schools

Weld County School District 6 encourages family members, retired employees, and other community members to volunteer in schools and other district sites to share their knowledge and assist in reaching the strategic goals set for students and schools. Volunteers are essential to fulfilling the district mission and vision, assisting staff, and contributing to school safety and security.

For purposes of this policy, a “volunteer” is an individual who provides a service without compensation for the benefit of a district school, staff, or students, subject to the direction and control of the school’s principal or designees. Examples of services volunteers may provide include, but are not limited to: tutoring, leading small group activities, helping teachers/staff with organizational tasks, supervising students on field trips, working special events and coaching student-athletes.

Parents and guardians who are visiting their child’s classroom only, attending an activity involving their student or having a meal with their student do not have to register as a volunteer, but must sign in as a visitor at the school and present a valid ID, in accordance with Policy KI. Parents or guardians assisting students other than their own or attending a school-wide or classroom activity, such as field day or field trips, must register as a volunteer through the district website.

In order to help ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a volunteer, including parents and guardians, must register and pass a background check through the district’s volunteer management system. To register as a District 6 volunteer, individuals must be at least 18 years of age.

Individuals under the age of 18 may be allowed to volunteer at district-wide events on a case-by-case basis by the sponsors of the event in consultation with the Chief Communications Officer. Under no circumstance should any person under the age of 18 be left with students unsupervised. Persons under the age of 18 will only be allowed to volunteer or assist in a classroom or at activities while under the direct supervision of a district staff member, and they must be in direct line-of-sight supervision at all times.

The volunteer registration process shall be conducted in accordance with the following procedures:

1. Adults over the age of 18 who wish to serve as volunteers must first complete a volunteer application and agreement, which is found on the district’s website. Forms are also available at the district communications office.
2. A criminal background check will be conducted by the district, at its expense, as part of the volunteer application review process. This background check is utilized to ensure the safety and welfare of the district’s students and staff.

3. All information collected during the volunteer application and background check process will be maintained by the district and, to the extent permitted by law, considered confidential.
4. Weld County School District 6 reserves the right to deny an application or decline the services of a volunteer at any time for any reason. (For purposes of this policy, "conviction" means a conviction by a jury or a court, and can include pleas of no contest or the imposition of a deferred or suspended sentence by the court). Possible reasons for denial or dismissal of volunteers include but are not limited to:
 - a. Most felony convictions
 - b. Two or more DUI convictions in the past five years
 - c. Any domestic violence convictions
 - d. Any child abuse/reckless endangerment convictions, including neglect
 - e. Any outstanding criminal warrants
 - f. Any current felony or abuse-related charges where the court date is outstanding
 - g. Any felony conviction involving the illegal sale of a controlled substance in the past five years
 - h. Any conviction involving unlawful sexual behavior or unlawful behavior involving a child
 - a. An active restraining order that includes any district school or facility
 - j. Involvement in a custody dispute that limits or restricts access to a Weld County School District 6 student or site
 - k. Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, or safety
6. Volunteers who have completed the application will receive a notice if their application has been approved by the district. All volunteers will be required to show valid identification when they arrive to volunteer at a school or other site. The form of identification can include, but is not limited to, a valid state-issued driver's license, a state-issued ID card, a valid military-issued ID card, a Mexican Consulate Card or a valid passport. Volunteers will be required to sign in at the school computer kiosk to log volunteer hours and will be required to sign out once they have completed volunteer activities. Once a volunteer signs in, he or she will be issued a badge that includes his or her name, photo, and status as a volunteer. This badge must be worn while engaging in volunteer activities at any District 6 site. The badge can be removed after logging out as a volunteer and leaving the site.
7. Registered volunteers are subject to follow-up background checks at the discretion of the district. A new background check will be conducted a year after the original volunteer application is approved. Volunteers will receive notification of the requirement for a new background check, and will be required to submit a new volunteer application to be approved as a volunteer in the school district.

Each principal is responsible for appointing at least one staff member as a volunteer coordinator at the beginning of the school year. The coordinator will have access to the volunteer management system, which will include volunteer records for their school only. The coordinator will be responsible for verifying volunteers have registered and cleared a background check before they are allowed to volunteer in the school. Appointment of a volunteer coordinator will be reported to the communications department, who will be the district contact for all volunteer coordinators.

The principal or principal's designees shall identify appropriate services for volunteers serving each school, and shall train volunteers as necessary to perform such services. To the extent necessary to perform services assigned by the principal or designee, volunteers may be authorized to use district computers and receive Internet access. A volunteer's use of district computers and Internet shall be subject to the terms and conditions of Policy GBEE governing employee use of district information technology.

The use of volunteers at any school or district activity shall not conflict with or replace any regularly authorized personnel staffing allotment.

Volunteers shall comply with all applicable Board policies and regulations, as well as with all applicable school rules.

Volunteer status may be granted, denied or revoked at any time at the district's discretion.

The superintendent or superintendent's designee shall establish regulation or administrative guidelines to assist district personnel in the uniform and consistent implementation of this policy.

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LEGAL REFS.:

CRS 22-12-101, (teacher and school administrator protection act)

CRS 24-10-101, (governmental immunity)

CROSS REFS.:

Policy KI, Visitors to Schools

Policy KFA, Public Conduct on School Property

Policy GBEE, Staff Use of the Internet and Electronic Communications

Weld County School District 6, Greeley, Colorado