

ADMINISTRATIVE REGULATION

SCHOOL VOLUNTEERS

PURPOSE:

This regulation has been established to set forth administrative guidelines essential to the conduct of carrying out the School Committee Policy governing instructional support and school activities which utilize adult volunteer services to support instruction to students or enrich the school communities within the North Kingstown School Department.

AUTHORITY:

The responsibility for identifying need and utilizing the services of School Volunteers shall rest with the administration within each of the individual schools in the North Kingstown School District. Laymen in North Kingstown Schools (L.I.N.K.S.) is the non-profit organization authorized to work cooperatively and respectfully with teachers, principals, Parent Teacher Organizations (P.T.O.) and school staff to oversee those programs that utilize resources and volunteers to enrich and enhance the educational experience for students.

DEFINITION:

A Volunteer shall be defined as a person who works on an occasional or regular basis at a school site or other educational facility to support the efforts of professional personnel and/or enrich the school community. Volunteers will serve in that capacity without compensation or employee benefits of any type.

QUALIFICATIONS/REQUIREMENTS:

a. Prior to service, all volunteers must complete a Bureau of Criminal Identification (BCI) as performed by the Rhode Island Attorney General's office. The cost is \$5.00 payable by the volunteer. Results must be submitted to L.I.N.K.S. prior to volunteering. Refusal to complete and satisfy this requirement will result in denial of permission to volunteer.

b. All BCI's will be valid for one school year.

c. NKSD would require (and L.I.N.K.S. would carry out) National BCI checks for the following volunteers:

1) Anyone wishing to volunteer in the NK schools who has lived in RI for less than one year.

- 2) Anyone wishing to volunteer in the NK schools who lives out-of-state.
- 3) Anyone (regardless of residency) who is planning to volunteer on an overnight fieldtrip.

L.I.N.K.S. requires a national BCI for anyone applying to be a one-to-one mentor.

Fingerprinting background checks are no longer an option for volunteers, thus L.I.N.K.S. with the school committee's approval now uses the National Center for Safety Initiatives to conduct national background checks. Individuals will pay for their own background checks, with the exception of those applying to be mentors, in which case L.I.N.K.S. will pay the \$25 fee.

RECRUITMENT:

School Volunteers may be recruited by L.I.N.K.S., teachers, other professional staff of a school, and/or the P.T.O., depending upon the position, and are subject to approval of the Principal.

Individuals invited or volunteering to work as Volunteers shall comply with the following basic expectations prior to rendering service:

1. In addition to the BCI persons interested in volunteering may be required to complete an application or interest form in order to be considered. Forms will be available in schools, through L.I.N.K.S., or through the P.T.O.s.
2. Volunteer placement will be based on the number of volunteer opportunities available, number of volunteers available, appropriateness of the volunteer, and the discretion of the teacher and/or principal. Those volunteers involved through L.I.N.K.S. will be subject to the criteria and guidelines established by that organization.
3. It shall be the responsibility of each individual school to establish a system through which volunteers are orientated to the school/school procedures prior to commencing their assignment. This function may be assumed by the Principal, a Principal designee, or the L.I.N.K.S. Staff/Coordinator.
4. All volunteers will adhere to the expectation of strict confidentiality while fulfilling his/her role as a volunteer. Failure to adhere to confidentiality may lead to the denial of an individual being allowed to volunteer in the schools.

ASSIGNMENT:

In recognition of the purpose and intent for the establishment of L.I.N.K.S., persons whose volunteer roles fall within this program shall acknowledge that their mission shall be to fulfill an assignment(s) which will assist teachers in strengthening the learning experiences of students in the various activities of their daily school participation and follow all volunteer responsibilities.

If the volunteer is working on a non-educational activity through the P.T.O. or other organization, the volunteer is expected to adhere to the responsibilities listed below. The P.T.O. is expected to coordinate all activities with the building Principal. Principals have the ultimate authority to accept or exclude volunteers in the classroom.

VOLUNTEER RESPONSIBILITIES:

1. All Volunteers must follow the registration or sign in policy procedure of each building where they are a volunteer.
2. It is imperative that volunteers keep information about the teacher, the students, and the classroom events confidential.
3. Volunteering in the schools is a privilege, not a right. Teachers plan activities around the anticipated presence of a volunteer. Therefore, it is imperative that all volunteers take their placement seriously, maintain consistent/dependable attendance, and communicate with teachers.
4. All Volunteers are to follow all NKSD policies and procedures, as well as school rules and procedures.

DIRECTIVE SUPPORT AND MAINTENANCE:

It shall be the responsibility of the Administration to review this Regulation annually to assure that it is in keeping with all applicable State Laws, Department of Education Regulations and that appropriate and adequate liability insurance protections is provided under the Department's Property and Liability Insurance Program.

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