

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Volunteers /

Criminal History Records Check

Section: Instruction / Community

Code: KCA-AR

**VOLUNTEERS IN SCHOOLS**

The Superintendent supports volunteer programs and engagement which are professionally organized and promote better educational opportunities for students and recognizes the valuable contributions volunteers can make to the learning environment and educational goals of the district.

The district shall encourage the utilization of community volunteers in district schools for the primary purpose of enriching the educational opportunities for all students. A secondary purpose is the engagement of families in the curricular, co-curricular and extra-curricular activities that ensure a robust education for our students.

**DEFINITION OF A VOLUNTEER**

A volunteer is defined as a non-paid person functioning within the policies and procedures of the district, who shall serve under the direction of the professional staff of the district to whom he/she is assigned.

A volunteer usually meets all of the following criteria:

- The individual will provide a service to the school.
- The individual will not be compensated monetarily by the district.
- The individual will be providing repeated service at any one site.
- The individual may have access to students while performing the service.

And, a volunteer may fulfill one or more of the following functions:

- Provides individual educational assistance to students.
- Improves students' self-worth by increasing opportunities for educational achievement.
- Relieves staff members of many non-instructional tasks and duties.
- Stimulates business and community interest, concern, and support for the educational system.
- Enhances all aspects of the educational process.
- Is there to serve the interests of the school or district, not to promote personal interests of the volunteer or interests of other groups.

**EXPECTATIONS**

Volunteers should have a genuine interest in students, a professional commitment to the volunteer activity, regular attendance, a cooperative attitude, flexibility, good health, and a willingness to attend training sessions, as needed.

Any volunteer who is assigned the responsibility for supervising the safety and welfare of students, such as during the loading and unloading of buses or during lunch periods, shall meet the same age requirements as those established for staff members.

Volunteers provide a positive role model for our students. Clear expectations for volunteers are essential to a successful volunteer program. Volunteers must abide by the expectations listed below. If there are concerns regarding a volunteer who may not be abiding by these expectations, the concerns should be communicated to the administrator where the volunteer is assigned. School administration will review the concerns and make a determination as to whether the volunteer may continue.

- **Dependability:** the ability to depend on a volunteer is an essential expectation. Students and staff look forward to the volunteer's commitment to report to a school activity at an expected time and to complete the volunteer assignment thoroughly and enthusiastically.

- Professionalism: a volunteer is a role model for children and young adults in dress, manner and behavior. Working in a team environment cooperatively with others and demonstrating a willingness to learn are integral parts of professionalism.
- Confidentiality: a volunteer must respect the confidentiality of sensitive information learned [while volunteering](#). ~~at school~~. Staff members, students and their families should not be discussed outside the learning environment.
- Communication: a volunteer's success depends on effective communication. Asking questions and following directions are key components of communication.

## RESPONSIBILITIES

District administrator responsibilities:

- Surveying needs of staff members.
- Recruiting and registering volunteers - especially parents/guardians.
- Arranging for any needed training.
- Placing volunteers by matching their skills/interests to job assignments.
- Serving as a resource for volunteers.
- Keeping accurate records of volunteer applications, notify the school administrator or designee of volunteers who are not eligible to transport students, and track service hours.
- Coordinating school recognition events for volunteers.

Volunteer responsibilities:

- Volunteers must report to the school office, sign-in and -out through the visitor management system, and wear a [volunteer name badge](#). ~~ID badge~~.
- Volunteers must maintain strict confidentiality concerning information they see and hear about students and staff, including students' grades, records, and abilities.
- Volunteers will not discipline students. Volunteers may provide "instruction" to students regarding behavior. Volunteers will report discipline problems to the supervising district staff member.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers will not establish instructional objectives, make decisions about teaching materials, or make decisions regarding the relevancy of activities to the attainment of instructional objectives.
- Volunteers' discussions with district staff members should not interrupt instructional time.
- Volunteers will not give any medication to students.
- Volunteers should contact only school staff members with any concerns regarding students.
- Volunteers may not conduct personal business at school.
- Volunteers may not take photographs of students, unless permitted by a school administrator for an approved school project.
- Volunteers will not drink, smoke or be under the influence of drugs during their volunteer efforts.
- [Volunteers must not bring, possess, conceal or use a weapon on district property as stated in KGBB-BP: Firearms Prohibited.](#)

## CRIMINAL HISTORY RECORDS CHECKS

Volunteers may work with students, one-on-one or in groups and out of sight or hearing of supervising staff, and are required to pass a criminal background screening. Also, all volunteers/chaperones on any school-sponsored trip, including overnight and day trips, must be cleared [through](#) ~~with~~ the criminal background screening process [prior to departure](#). District administration may require the volunteer background screening for any other situation or activity deemed appropriate. Applicants will be notified of the approval status via email. Approved volunteer applications are good for two years.

Prior to being accepted as a volunteer, a candidate shall complete an application, and may be required to participate in an interview. All volunteers must pass a criminal background check. The volunteer application may require that the applicant disclose if ~~they have s/he has~~ ever been convicted or had adjudication withheld in a criminal offense other than a minor traffic violation or if any criminal charges are pending.

Any applicant who has been convicted of a crime that would disqualify him/her for employment in the district, under the criteria of and GCDA-AP / GDDA-AR: Criminal Records Check / Fingerprinting shall not be accepted as a volunteer. For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld.

If a volunteer driver does not have a completed background check, a valid driver's license, current automobile insurance, and/or has been convicted of a felony, or convicted of a misdemeanor crime involving the use or operation of a motor vehicle within the last three (3) years, the volunteer driver will not be allowed to transport students.

### **VACCINATION OR EXCEPTION FOR COVID-19 REQUIRED**

In accordance with state regulation, all volunteers must be fully vaccinated against COVID-19 or have provided documentation of an Oregon Health Authority (OHA) medical or religious exception and the OHA medical or religious documentation of exception has been approved or accepted by the district.

### **APPLICATION AND PROCESSING**

All persons desiring to be a volunteer, including volunteer coaches, are required to complete the district's online Volunteer Application / Criminal History Verification of Applicants. This application is available on the district's website. All questions from prospective volunteers will be referred to the district's School Support and Safety Department. Volunteer coaches will be asked to interview with the athletic director and an administrator of the school where the volunteer will be coaching prior to beginning to coach.

#### **Processing and Reporting:**

- Each school may access a list of approved volunteers through the district's online database. The list of approved volunteers is categorized by school. Prospective volunteers may contact their school to verify whether or not their application has been approved.
- Prospective volunteers who are not approved will be notified by the district's School Support and Safety Department. A record of prospective volunteers who are not approved will be maintained by the School Support and Safety Department.

#### **Termination from Consideration:**

Any person required to submit to a criminal history records check under district policy will be terminated from consideration as a district volunteer by the Superintendent or designee immediately upon the following:

- Refusal to consent to a criminal history records check; or
- Notification by the Criminal History Verification provider that the volunteer has made false statement as to a conviction of a crime or conviction of crimes prohibiting employment with the district as specified in Oregon law; or
- Notification by the Criminal History Verification provider that the volunteer has been convicted of a crime which would prohibit employment with the district as specified in Oregon law.

#### **Fees:**

The Board of Directors shall authorize expenditure to cover the costs for all school volunteers for conducting the application process.

### **SIGNING IN AND OUT OF FACILITIES**

During regular school hours, all volunteers must report directly to the school office to obtain permission to visit.

All ~~visitors and~~ volunteers must report to the school office and sign-in and -out through the visitor management system. ~~Visitors and~~ Volunteers will receive a **volunteer** name badge and must visibly wear it while on campus. A record of the number of hours spent as a school volunteer will document a volunteer's presence in the building, provide knowledge of their presence during, or after, an emergency event and generate information for recognition and insurance purposes.

Volunteers will sign-in and -out through the visitor management system. All hours provided as a service to the school will be recorded. These include not only hours in the classroom, but also service hours provided to school's PTA/PTSA, School Advisory Council, or special clubs/ organizations. When making a decision as to what constitutes volunteer service, the hours must be completed while providing non-paid service to the school, not while attending a PTA meeting or school event (ex: Open House, school play, athletic event, etc.).

### **SCHOOL PROCEDURES**

Each school has specific information for the volunteer to learn. Volunteers need to know emergency drill procedures, adult and student restroom locations, school dress code, rules about smoking, parking areas, absence procedures, the opening and closing times of the school, the eating facilities, the use of cell phones, and general regulations in the school.

Many schools hold orientations early in the school year for new and returning volunteers. Volunteer opportunities will be reviewed and school policies and procedures explained. If you are unable to attend this session, contact your school office.

### **SUPERVISION**

Volunteers will be supervised by the staff person they are assisting. If a volunteer has any concerns or questions, they should be brought to the attention of the supervising staff member. Suggestions and opinions are always welcome. It is the professional staff, however, that is responsible by law for the decisions that are made regarding the instruction of students and the management of the school.

Any volunteer coach who is expected to direct a practice without the supervision of the head or assistant coach of the program will be expected to meet the same training and certification standards as the head coach.

### **STUDENT DISCIPLINE**

Volunteers are to report all discipline problems to the supervising staff member in charge of the area. The responsibility for all discipline rests with the professional staff of the school.

### **SCHOOL AND DISTRICT POLICIES**

All district policies, regulations and handbooks are available online. All staff and volunteers are expected to follow district policies, regulations and procedures.

### **NEUTRALITY TOWARDS RELIGION**

The Constitutions of the United States and the State of Oregon require school districts to take a neutral position concerning religion. Public schools cannot aid one religion or all religions or prefer believers to nonbelievers. However, schools may provide instructional activities relating to historical and cultural aspects of religion under the following circumstances: (1) the activity must reflect a clearly secular purpose; (2) it must have a primary effect that neither advances nor inhibits religion; and (3) it avoids excessive entanglement with religion.

Volunteers are serving as representatives of the district while they are volunteering. Therefore, they shall refrain from proselytizing or expressing their preferences or opinions concerning religion while conducting volunteer activities.

### **SUSPENSION / TERMINATION OF VOLUNTEER ASSIGNMENT**

If the district receives information which alleges misconduct by a volunteer or a person seeking a volunteer assignment, then the district will suspend the person from ~~their~~ ~~his or her~~ volunteer assignment pending the resolution of the allegation. After the allegation has been resolved, the district may reinstate the person as a volunteer or inform the person that ~~they are~~ ~~he or she is~~ no longer allowed to volunteer within the district.

Misconduct by a volunteer may include, but is not limited to, the following:

- Refusal to consent to a criminal history records check; or
- Notification by the Criminal History Verification provider that the volunteer has made false statement as to a conviction of a crime or conviction of crimes which would prohibit employment with the district as specified in Oregon law; or
- Notification by the Criminal History Verification provider that the volunteer has been convicted of a crime prohibiting employment with the district as specified in Oregon law.

### **DIRECTION TO LEAVE**

An approved volunteer may be directed to leave at any time by the school administration or designee. A direction to leave revokes any permission to volunteer or license to enter. Whenever possible, the direction should be given in writing or followed by written notice.

Those who insist on remaining despite a request to leave and who thereby create a disruption of the carrying on of school business will render a volunteer liable for criminal trespass pursuant to Oregon Revised Statutes and a report will be made to the appropriate law enforcement agency.

Any volunteer who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school sponsored event, or on the way to and from school; or who is alleged to have violated the district's community volunteer program guidelines, shall be reported immediately to the school administration, Superintendent, and law enforcement when appropriate.

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(combines and replaces previous KCA-AR & KCAA-AR)

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