

## Volunteers

### **VOLUNTEERS**

~~The bBoard of education shall encourages assistance from parents and other community resource persons as volunteers to enrich and reinforce the instructional program~~

### **DEFINITION**

Volunteers are defined as adults who assist teachers, administrators, or other staff in public school classrooms, schools, or ~~school-d~~District programs and who do not receive compensation for their assistance. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

~~Classified hourly employees shall not be permitted to volunteer for duties related to their primary job.~~

### **SUPERVISION OF VOLUNTEERS**

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.<sup>1</sup>

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

### **RECORDS CHECK**

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. ~~Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers.~~

Pursuant to KRS 160.380, the Superintendent/designee may also ~~may~~ require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. ~~Otherwise, except as stated previously, the volunteer must pay for the background checks.~~

~~The required criminal records check shall be repeated every five (5) years for continuing volunteers.~~

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.



## VOLUNTEERS

**BASIS FOR DISQUALIFICATION**

The Superintendent/designee shall have the authority to disqualify any individual from participating in school and/or District programs as a volunteer.

Applicants with the following convictions shall not be authorized to volunteer:

1. Any conviction for sex-related offenses;
2. Any conviction for offenses against minors;
3. Any conviction for felony offenses, except as provided in number 5 below;
4. Any conviction for deadly weapon-related offenses;
5. Any conviction for drug-related offenses, including felony drug offenses, within the past seven (7) years;
6. Any conviction for violent, abusive, threatening or harassment related offenses;
7. Other convictions determined by the Superintendent/designee to bear a reasonable relationship to the ability of the applicant to serve as a volunteer.

Volunteers shall immediately notify the school Principal or the Volunteer Talent Center if they are convicted of or plead guilty to one of the criminal offenses listed above.

**WORK-BASED SITE SUPERVISORS**

Work-based learning site supervisors are considered volunteers. Pursuant to [KRS 160.380](#) and [KRS 161.148](#), prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at the time of employment or within the past twelve (12) months, whichever is the more recent.

**TRANSPORTATION OF STUDENTS**

Volunteers who transport students shall annually complete a Volunteer Auto Insurance Affidavit and shall provide the Superintendent/designee with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year or any loss of the volunteer's auto liability insurance shall be reported to the Superintendent/designee prior to transporting students.

**ORIENTATION**

The Superintendent/designee shall develop orientation materials and as well as procedures ~~for the encouragement and use of volunteers~~ to be provided to all volunteers in the ~~d~~District. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

**REFERENCES:**

- <sup>1</sup>KRS 161.148  
[KRS 160.380](#)  
[KRS 161.044](#)

**RELATED POLICIES:**

03.5

08.113; 08.1131

Adopted/Amended: 01/01/1900

Order #: