# PERSONNEL 03.6

Volunteers

Definition

Volunteers are persons who do not receive compensation for assisting in school or NKCES programs. Volunteers are encouraged to use their time and effort to support such programs. The Executive Director shall develop procedures that encourage volunteers to assist in school and/or NKCES 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.

Supervision

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

Volunteers who assist in the school on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a NKCES 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

~~NKCES shall conduct 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. NKCES shall arrange to pay any cost required for the records check, but may use donations from any source, including volunteers, for this purpose.~~

Pursuant to [KRS 160.380](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs), the Executive Director/designee ~~also may~~ will require volunteers to submit to a state and national criminal (fingerprint) history background check and to provide a clear CA/N check. ~~With prior approval of the Executive Director/designee, the background checks will be conducted at NKCES expense. Otherwise, except as stated previously,~~ The volunteer must pay for the background checks.

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 Executive Director/designee, and the volunteer has undergone the required records check.

Link to DPP-156 Central Registry Check and more information on the required CA/N check:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANChecksandCentralRegistryChecks.aspx>

Work-Based Site Supervisors

Work-based learning site supervisors are considered volunteers. Pursuant to [KRS 160.380](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs) and [KRS 161.148](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/148.pdf&requesttype=krs), 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 time of employment or within the past twelve (12) months, whichever is the more recent.

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# (Continued)

Volunteers

Orientation

The Executive Director/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

References:

1[KRS 161.148](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/148.pdf&requesttype=krs)

[KRS 160.380](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/380.pdf&requesttype=krs)

[KRS 161.044](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/161-00/044.pdf&requesttype=krs)

Related Policies:

03.5

08.113; 08.1131

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