**Mackay School District No. 182**

**COMMUNITY RELATIONS 4600**

Volunteer Assistance

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. When children enter Mackay Schools, teachers and parents must become partners in facilitating children’s learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This will help children realize that there is a bond between home, community and school. Additionally, parents and other care givers who work in the school come to understand their child’s education better.

In working with volunteers, District staff shall clearly explain the volunteer’s responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for volunteers to become involved at Mackay School District. In the classroom, volunteers and parents assist the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school. Volunteer placement will be discussed in more detail later in these policies.

Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

* Has not entered into an express or implied compensation agreement with the District;
* Is excluded from the definition of “employee” under appropriate state and federal statutes;
* May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
* Is not employed by the District in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the District’s policy mandating background checks.

A two-tiered guideline has been developed to protect children and to maintain the high levels of volunteerism that we enjoy in our district. The guidelines will not affect all volunteers. Samples of the two-tier include:

**Tier 1** The occasional volunteer; always in highly public setting with little or no contact with students, and are under constant supervision by Mackay School personnel. This volunteer may not be required to undergo a criminal background check, unless the volunteer has irregular contact with students. A volunteer fitting this example might be someone working at school field day, a fundraising event, the concession stands, or making an occasional classroom visit.

**Tier 2** A regular volunteer who may not always be under direct supervision of District personnel; contact with students under supervision of Mackay School personnel. This volunteer *must* complete a volunteer application and a confidentiality agreement, and have a criminal background check. A volunteer fitting this example might include a room parent, class readers, front door reception, front office volunteers and single-day field trip chaperones. Volunteers of this sort can also include one-on-one tutoring, overnight or single day field trip chaperones. Unsupervised contact with students only allowed in limited situations, and with consent of the supervising personnel. The superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Cross Reference: 3085 Sexual Harassment, Discrimination and

Retaliation Policy

3085P Title IX Sexual Harassment Grievance

Procedure, Requirements and Definitions

5110 Criminal History/Background Checks

Legal Reference: I.C. § 33-512 Governance of Schools

I.C. § 33-130 Criminal History Checks

I.C. § 67-2334 “Volunteer” defined

Policy History:

Adopted on: November 11, 2013

Revised on: February 8, 2021