

Community Relations

SUBJECT: SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist Principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and forwarded to the applicable Building Principal for evaluation. The Building Principal shall require, as a condition of being considered for volunteer service, every prospective volunteer who is reasonably expected to have direct contact with District students, as a District volunteer, in connection with a school-sponsored program, activity or function that will not be regularly and directly supervised by a school officer or employee, to submit his or her fingerprints for the purpose of facilitating a criminal record check and corresponding criminal clearance determination with respect to the person's service as a volunteer. The Building Principal will forward the completed volunteer application, including the prospective volunteer's fingerprints, together with the Principal's recommendation concerning selection and placement of the volunteer, to the Superintendent for final evaluation.

To the extent permitted by law and State Education Department (SED) regulations, policies and/or actual practices, the Superintendent shall use best efforts to assure that each such prospective volunteer's fingerprints are submitted to the SED for processing in the same manner and to the same extent as prospective school employees in accordance District Policy No. 6170. The District may in its discretion either bear the expenses associated with fingerprinting and the criminal clearance process for prospective volunteers or require prospective volunteers to directly pay or reimburse the District for these expenses as a condition of being considered for volunteer service.

(Continued)

SUBJECT: SCHOOL VOLUNTEERS (Cont'd)

As an alternative to fingerprinting and criminal clearance, under circumstances in which it is impractical, unfeasible or impossible to fingerprint and criminally clear a particular prospective volunteer, the Superintendent or Superintendent's designee shall search publicly available information maintained by the New York State Division of Criminal Justice Services (DCJS) pertaining to registered sex offenders in New York State for the purpose of determining whether the prospective volunteer is a registered sex offender.

The Superintendent or Superintendent's designee shall approve or reject volunteer applications submitted for consideration, and in doing so, shall not approve any volunteer who is rejected for service by SED following the criminal history record check and criminal clearance review process, and shall not approve any volunteer who is identified as a registered sex offender. Only prospective volunteers who are approved by the Superintendent or the Superintendent's designee shall be placed on the list of approved volunteers for service to the District.

Administrative regulations will be developed to implement the terms of this policy.

Volunteer Protection Act of 1997,
42 United States Code (USC) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

Adopted: 6/2/05
Revised & Approved 12.01.11