

## Volunteers in Schools Definition and Procedures

University Schools encourages family members, retired employees, and other community members to **volunteer** in our schools and other sites to share their knowledge and assist in reaching the strategic goals set for students and schools. **Volunteers** are essential to fulfilling University Schools' mission and vision, assisting staff and contributing to school safety and security.

For purposes of this definition and procedures, a "**volunteer**" is an individual who provides a service without compensation for the benefit of a University Schools, staff, or students, subject to the direction and control of the school's principal or designees. Examples of services **volunteers** may provide include, but are not limited to: tutoring, leading small group activities, helping teachers/staff with organizational tasks, supervising students on field trips, attending field trips and working special events.

Parents or guardians assisting students other than their own or attending a school-wide or classroom activity, such as field trips, must complete and submit a **volunteer** application through the University Schools website.

REMINDER: Parents and guardians who are visiting their child's classroom only, attending an activity involving their student or having a meal with their student do not have to register as a volunteer, but must sign in as a visitor at the school and present a valid ID.

In order to help ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a **volunteer**, including parents and guardians, must register and pass a background check through University Schools **volunteer** management system (RAPTOR). To register as a University Schools **volunteer**, individuals must be at least 18 years of age.

The **volunteer** application process shall be conducted in accordance with the following procedures:

1. Adults over the age of 18 who wish to serve as **volunteers** must first complete and submit an online **volunteer** application, the link is found on University Schools' website. *If a computer is not available to the **volunteer**, access to complete the online application will be made available at the school for the **volunteer's** use.*
2. A criminal background check will be conducted by University Schools, **at the school's expense**, as part of the **volunteer** application review process. This background check is utilized to ensure the safety and welfare of University Schools' students and staff.
3. All information collected during the **volunteer** application and background check process will be maintained by University Schools and, to the extent permitted by law, considered confidential.
4. University Schools reserves the right to deny an application or decline the services of a **volunteer** at any time for any reason. (For purposes of this policy, "conviction" means a conviction by a jury or a court, and can include pleas of no contest or the imposition of a deferred or suspended sentence by the court).

Possible reasons for denial or dismissal of **volunteers** include but are not limited to:

- a. Most felony convictions
  - b. Two or more DUI convictions in the past five years
  - c. Any domestic violence convictions
  - d. Any child abuse/reckless endangerment convictions, including neglect
  - e. Any outstanding criminal warrants
  - f. Any current felony or abuse-related charges where the court date is outstanding
  - g. Any felony conviction involving the illegal sale of a controlled substance in the past five years
  - h. Any conviction involving unlawful sexual behavior or unlawful behavior involving a child
  - a. An active restraining order that includes any district school or facility
  - j. Involvement in a custody dispute that limits or restricts access to a University schools' student or site
  - k. Any other information that suggests an applicant's **volunteer** service may be incompatible with the protection of student health, welfare, or safety
5. **Volunteers** who have completed the online application will receive an email notice if their application has been approved by the **volunteer** management system. All **volunteers** will be required to show valid identification when they arrive to **volunteer** at school or checking in at school prior to a field trip. The form of identification can include, but is not limited to, a valid state-issued driver's license, a state-issued ID card, a valid military-issued ID card, a Mexican Consulate Card or a valid passport.
6. **Volunteers** will be required to check in at the school security vestibule and will be required to check out once they have completed **volunteer** activities. Once a **volunteer** checks in, he or she will be issued a badge that includes his or her name, photo, and status as a **volunteer**. This badge must be visibly worn while engaging in **volunteer** activities at any University Schools site. All authorized **volunteers** must check out at the security vestibule before leaving the school and return the badge.
7. Authorized **volunteers** are subject to follow-up background checks at the discretion of University Schools.
8. A new background check and application will be required yearly. All **volunteer** authorizations will expire on June 30 and **volunteers** can begin to resubmit applications for the coming school year on June 1. **Volunteers** will receive an email notification reminder, as the expiration date approaches, for the required new background check and a new **volunteer** application.

***Volunteers shall comply with all applicable Board policies and regulations, as well as with all applicable school rules.***

**Volunteer** status may be granted, denied or revoked at any time at University Schools' discretion.

***The Director or Director's designee shall establish regulation or administrative guidelines to assist University Schools' personnel in the uniform and consistent implementation of this procedure.***