

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

(Projected Implementation Date 8/1/2017)

CODE: ICB

VOLUNTEERS – COMMUNITY RESOURCE PERSONS

The practice of bringing volunteers and/or resource people into the District as a part of instructional/activity programs is encouraged provided the person's qualifications are adequately reviewed and prior approval is granted.

The following procedure applies to use of volunteers at school and for school-related activities.

A. Volunteer Tiers

Tier I- Occasional volunteer activity in a highly public setting under reasonable supervision by a PCSD #6 employee with little or no contact with students, does not require a School Volunteer and Confidentiality Agreement or a criminal background check. School administrators must communicate expectations with volunteers and staff, emphasizing that volunteers are not to be left alone with students outside the presence of a school employee. Expectations must include a statement on confidentiality.

Tier I Volunteer activities may include but are not limited to:

- a. School fairs, field days, book fairs
- b. Occasional classroom visits or speakers
- c. PTK/PTO meetings and fundraising events
- d. In-district field trips
- e. Volunteers to work interscholastic middle and high school level activities such as running the official book and/or score clock.

Tier II – Regular volunteer activity and volunteer activity with student contact taking place under reasonable supervision by a PCSD #6 employee requires completion of the School Volunteer and Confidentiality Agreement. School administrators must take reasonable measures to ensure that these volunteers are never left with students outside the presence of a school employee.

(Application Must be Renewed in Years Ending in "0" and "5")

Tier II Volunteer activities may include but are not limited to:

- a. Room parents
- b. Class readers
- c. Front office volunteers
- d. Out-of-district field trips (no overnight)

Tier III – Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of the School Volunteer and Confidentiality Agreement, (2) a criminal background and fingerprint check through the PCSD #6 human resources office or submission to the human resources office a report detailing the results of a prior fingerprinting within one year of application, and (3) the Wyoming Department of Family Services (DFS) Central Registry Screening. The cost of fingerprinting and DFS screening for volunteers will be borne by the District.

(Application and Screenings Must be Renewed in Years Ending in "0" and "5")

Tier III Volunteer activities may include but are not limited to:

- a. One-on-one tutoring
- b. Overnight field trip chaperones

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- c. Group leaders/chaperones for field trips outside a school employee's presence
- B.** Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to the safety or well being of students will be denied participation in volunteer activities involving students.
- C.** Volunteers subject to the application process or the criminal background/fingerprinting process and DFS Central Registry Screening shall immediately notify a school administrator upon any conviction of a felony or misdemeanor other than a minor traffic violation. The privilege of volunteering may be revoked from any individual at any time.

Adopted: 1/17/17