



## KJ-R - Volunteers

These regulations specify with respect to school volunteers the duties and responsibilities of the Partnership and Volunteer Center, principals and site supervisors/directors, site volunteer coordinators, and the Human Resources Department, as well as the procedures applicable to random background checks.

### PARTNERSHIP AND VOLUNTEER CENTER DUTIES AND RESPONSIBILITIES

1. Maintain the online volunteer application system, via the District website, to facilitate the mandatory volunteer registration.
2. Submit all volunteer applicants for background checks conducted by a contractor approved by the executive director of human resources. In addition to the regular background check process for volunteer applicants with in-state addresses, the contractor shall also utilize one or more national criminal databases to conduct background checks for volunteer applicants with out-of-state addresses, and shall notify the executive director of human resources in writing of the national criminal database(s) so utilized.
3. Review all background information that is provided by the contractor approved by the executive director of human resources. The Partnership and Volunteer Center shall immediately submit a volunteer applicant's background check information and application information to the Human Resources Department whenever the background check indicates any of the following circumstances apply to the applicant:
  - a. Felony conviction;
  - b. Two or more DUI convictions;
  - c. Any domestic violence convictions;
  - d. Any child abuse/reckless endangerment convictions;
  - e. Any outstanding warrants;
  - f. Any current charges where the court date is outstanding (pre-conviction);
  - g. Any conviction involving the illegal sale of a controlled substance;
  - h. Any conviction involving unlawful sexual behavior or unlawful behavior involving a child; or
  - i. Any other information that suggests an applicant's volunteer service may be incompatible with the protection of student health, welfare, safety or morals.

For purposes of these regulations, a "conviction" shall be defined as a conviction by a jury or by a court; the forfeiture of any bail, bond, or any other security deposited to secure appearance by a person charged with a felony or

misdemeanor; the payment of a fine; a plea of no contest; or the imposition of a deferred or suspended sentence by the court.

4. After the volunteer applicant background check has been completed, send information to the appropriate site or department.
5. Respond immediately to site or department staff concerns regarding current or past volunteers.
6. Maintain confidential files, both paper and online, of all volunteer applicant information.
7. Maintain strict confidentiality related to background information that is provided by the contractor approved by the executive director of human resources.
8. Provide training to sites and volunteers as needed to comply with the mandatory registration policy.
9. Ensure that all volunteers have identification badges to be worn at all times when they are performing volunteer services for the District.
10. Conduct follow-up background checks on current registered volunteers in accordance with these regulations.
11. Report violations of Policy KJ or these regulations to the appropriate assistant superintendent of school services and/or to the executive director of human resources.

#### PRINCIPAL AND SITE SUPERVISOR/DIRECTOR DUTIES AND RESPONSIBILITIES

1. Require all site volunteers to register through the online registration software.
2. Allow only volunteers who have completed an application and who have an approved background check to perform volunteer services for their site.
3. Provide training/information to staff and volunteers as needed to comply with the mandatory registration policy.
4. Ensure that all volunteers for whom they are responsible wear identification badges at all times when they are performing volunteer services for the District.
5. Respond immediately to staff concerns regarding current or past volunteers.
6. Report violations of Policy KJ or these regulations to the appropriate assistant superintendent of school services and/or to the executive director of human resources.

## SITE VOLUNTEER COORDINATOR DUTIES AND RESPONSIBILITIES

1. Meet with site staff, both teachers and administrators, and compile requests for volunteers.
2. Recruit qualified volunteers for each job.
3. Provide online registration information and registration opportunities for volunteers.
4. Require all volunteers to register through the online system.
5. Provide assistance in the event a volunteer has difficulty registering online.
6. Conduct volunteer orientation, if needed.
7. Arrange for introductory meetings, as necessary or appropriate, between site staff and volunteers.
8. Submit monthly volunteer reports to the Partnership and Volunteer Center.
9. Keep in close contact with staff and volunteers on a regular basis.
10. Monitor and evaluate the site's volunteer program.
11. Involve the principal when dealing with any problems concerning site staff and volunteers.
12. Communicate regularly on volunteer issues with the school community through the school newsletter.
13. Attend meetings that include, but are not limited to, volunteer coordinator meetings, volunteer software computer trainings, and volunteer recognition events.
14. Enter hardcopy volunteer applications and all volunteer opportunities online through the volunteer software system.
15. Regularly maintain volunteer information for site assignments through the volunteer software system.
16. Establish and maintain a check-in system for all volunteers entering the site, which shall include providing each volunteer with a mandatory identification badge and training on how to check in and out.

17. Report violations of Policy KJ or these regulations to the school principal and to the partnership and volunteer coordinator.

#### HUMAN RESOURCES DEPARTMENT DUTIES AND RESPONSIBILITIES

1. Review periodically and suggest revisions to criteria for the Partnership and Volunteer Center to utilize when screening background check information.
2. Review all volunteer applications and background check information that is provided by the Partnership and Volunteer Center. Human Resources Department staff will contact the volunteer applicant regarding background check concerns and determine the resolution/outcome regarding such concerns. All resolutions and outcomes will be reported to the partnership and volunteer coordinator.
3. Respond immediately to site or department staff concerns regarding current or past volunteers.
4. Maintain strict confidentiality related to background information that is provided by the contractor approved by the executive director of human resources.
5. Report violations of Policy KJ or these regulations to the executive director of human resources.

#### RANDOM FOLLOW-UP BACKGROUND CHECK PROCEDURES

1. All volunteers who have not updated their profile on or after July 1 of each year shall receive a final communication (postcard or e-mail) that they are considered inactive Poudre School District volunteers.
2. Volunteers receiving such communications shall have two weeks (a date shall be specified in the communication) to notify the Partnership and Volunteer Center or their building coordinator that they wish to remain active volunteers.
3. If the Partnership and Volunteer Center has not received a volunteer's updated profile and/or is not notified by the specified deadline that a volunteer wishes to remain active, the volunteer shall be removed from the active volunteer list.
4. A list of all active volunteers shall be sent to the contractor approved by the executive director of human resources. The contractor shall, on a quarterly basis, randomly select 10% of the active volunteers on the list for follow-up background checks (excluding those individuals who have been checked within the last 3 years). These checks shall be made quarterly, with the understanding that every active District volunteer shall have a follow-up background check completed once every 3 years.

5. All individuals who have never volunteered with Poudre School District but have completed volunteer applications shall be processed through the initial applicant background check process.

Adopted by Superintendent: November 27, 2006

Revised by Superintendent: February 6, 2012