

Adopted: May 11, 1998
Revised: February 26, 2001
October 11, 2004
August 22, 2005
November 28, 2016 [Routine Review]
Contact Person : Executive Director of Learning Supports (Volunteer Connection and Metro South Adult Volunteer Coordinators)

POLICY 906 VOLUNTEERS

I. PURPOSE

To help individualize instruction, promote school/community interaction, support school activities and events, provide multi-generational and multi-cultural experiences, and enrich curriculum for all learners.

II. GENERAL STATEMENT OF POLICY

The District promotes the use of volunteers to the extent possible, by appropriate recruiting, screening, placement, orientation, training, monitoring, and recognition of volunteers.

The District also recognizes that volunteers do not assume primary responsibility for the instruction of learners, but reinforce skills taught by the professional staff. Their presence supports the educational objective of a class or the curriculum.

Volunteers are subject to all standards set forth by Bloomington School District Policies including, but not limited to: Policy/Regulation 906 Volunteers, Policy 417 Chemical Use and Abuse, Policy/Regulation 419 Tobacco-Free Environment, Policy 501 Weapon-Free Schools, Policy/Regulation 610 Field Trips, Policy/Regulation 903 Notice to Visitors, Policy/Regulation 506 Student Discipline, and Policy 514 Bullying Prohibition.

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REGULATION 906 VOLUNTEERS

I. VOLUNTEER MANAGEMENT

A. Selection Criteria

Volunteers should be selected because their contributions will enrich instructional programs. Their effectiveness in furthering our curricular goals should be the basic criterion for their identification and use.

B. Risk Management

Risk Management is the process of evaluating each volunteer position 1) against the potential risk imposed on the learner, volunteer, and school district, and 2) using appropriate management tools to prevent liability to these parties. We are concerned mostly with tort liability. There are four main components of tort liability (tort is a wrong that causes harm to an individual).

1. Negligence
2. Strict Liability
3. Intentional misconduct and criminal conduct
4. Invasion of privacy rights

Each volunteer is categorized in one of four tiers. Depending on the tier, there are tools to manage volunteer activities: sign-in procedures; volunteer handbook; interview/orientation; training; evaluation application; and criminal background check.

Tier One - Volunteers serving youth in a group, on or off site, with staff supervision.

Tier Two - Volunteers serving youth in a group or in a one-on-one setting, on or off site, with minimal staff supervision.

Tier Three - Volunteers serving adult learners.

Tier Four - Volunteers serving adults with disabilities with minimal supervision.

| | Application | Criminal Background Check | Interview Orientation | Volunteer Handbook | Training | Sign In Procedure | Monitoring Evaluation |
|------------|-------------|---------------------------|-----------------------|--------------------|----------|-------------------|-----------------------|
| Tier One | | | X | | | X | X |
| Tier Two | X | X | X | X | X | X | X |
| Tier Three | X | | X | X | X | X | X |
| Tier Four | X | X | X | | X | X | X |

II. VOLUNTEER MANAGEMENT RESPONSIBILITIES

The Principal or Building Volunteer Manager is responsible for:

- Selecting a designee for volunteer management.
- Defining objectives for the activity that volunteer serves.
- Determining guidelines for the volunteers.
- Ensuring that a criminal background check is completed.
- Providing support to all persons involved in the activity.
- Reporting any accidents or injuries during the activity
- Orienting and training volunteers.
- Submitting list of volunteers to appropriate contact person.
- Communicating with district volunteer office.

The Teacher or Staff is responsible for:

- Guiding volunteer activities.
- Supervising volunteer work and provide assistance, as needed.
- Informing volunteers of schedule changes.
- Providing appreciation and recognition.

The District Volunteer Coordinator is responsible for:

- Recruiting volunteers on a district wide basis.
- Coordinating volunteer application process.
- Conducting training in volunteer program procedures.
- Collecting and reporting volunteer data.
- Providing volunteer recognition.

The Volunteer is responsible for:

- Signing in or out when reporting to or leaving the school.
- Wearing the Volunteer Connection or Metro South Volunteers issued ID Badge at all times working with Bloomington students.
- Completing application process and attending training or orientation.
- Becoming familiar with the volunteer handbook including Bloomington School District, school or classroom policies.
- Confidentiality of all information.
- Receiving and following specific instructions including use of necessary materials for any job undertaken.
- Notifying the school or teacher if absent.
- Working under the direct supervision of a teacher or member of the staff.

Attachment to Regulation – Costs for Background Checks

ATTACHMENT
November 28, 2016

Costs For Background Checks

Tier One

Volunteers serving youth in a group, on or off site, with staff supervision.

Cost: None.

If schools choose to have background checks completed on all volunteers entering their buildings, including Tier One volunteers, the building will pay for background checks. Background checks process to be completed by Volunteer Connection.

Tier Two

Volunteers serving youth in a group or in a one-on-one setting, on or off site, with minimal staff supervision.

Cost: Managed by school administration and paid for by Volunteer Connection.

Tier Three

Volunteers serving adult learners.

Cost: Managed and paid for by Metro South Adult Basic Education.

Tier Four

Volunteers serving adults with disabilities with minimal supervision.

Cost: Managed and paid for by Special Education.