

283 Use of Volunteers

CFCI values the presence of volunteers who support its educational programs and activities. Therefore, the Board of Directors authorizes the use of volunteers when they perform duties on behalf of the CFCI as authorized by the director.

- 1. Application of the Policy.** The requirements of this policy shall apply to individuals who wish to volunteer at CFCI. This policy shall not apply to staff members, incidental school visitors, and other individuals who fit the following descriptions:

Visitors to the school who have no ongoing individualized interaction with a student or students, including, but not limited to: individuals who help with classroom parties, or similar activities; individuals who have been invited to speak to a class or assembly, to judge academic competitions, to give a musical or other artistic performance, or attend or participate in a specific school program provided there is direct supervision of the event by regular CFCI employees

Visitors working on projects involving no contact or only incidental contact with children, such as fund-raisers or staff activities.

Visitors who, because of their affiliation with business partners, universities, or similar institutions, have already been the subject of background checks deemed by the director to be comparable to those done by CFCI with other volunteers.

Student Visitors who request to volunteer at school shall be screened by the director or designated staff member prior to visiting. These students will not be required to complete a volunteer application.

- 2. Volunteer Requirements.** Prospective volunteers (other than those listed above who are deemed Visitors to whom this Policy does not apply) shall be designated as a **VOLUNTEER 1 or 2.**

VOLUNTEER 1: Volunteer I are considered to be individuals who come to the school to work with, assist and or support teachers and or students in individual, small group or whole class situations.. This includes field trip chaperons.

These volunteers are required to complete the Volunteer Application, Volunteer Agreement **and** have a completed and approved criminal background check. Directions for completing the background check are detailed on the Volunteer Application.

VOLUNTEER 2: These volunteers drive groups of students on school fieldtrips. In addition to the requirements for Volunteer 1, these volunteers must also provide a copy of their current driver's license and proof of insurance.

3. Background checks.

No background information is an automatic bar to volunteer work for CFCI unless otherwise provided by statute or regulation. Instead, the information obtained will be considered in view of all relevant circumstances and a determination made whether volunteering would be inconsistent with the safe and efficient operation of CFCI, recognizing the need to protect children.

Criminal background checks will be reported to the Human Resource Coordinator who will review the results. Results will be kept strictly confidential and only shared with the Director when it is decided to disqualify a volunteer.

Even if no statute or regulation provides that particular background information uncovered is an automatic bar to volunteer work in a particular circumstance, a volunteer may be disqualified where:

- The potential volunteer fails to provide necessary information, or provides false information, in connection with CFCI's screening requirement.
- CFCI considers the information relevant, and disqualifies the volunteer after consideration of circumstances which may include, but not be limited to:
 - Time, nature, and number of matters disclosed
 - Facts surrounding each such matter
 - The relationship of the matter to the service to be provided by the applicant
 - Length of time between matters disclosed and application
 - Volunteering/employment history before and after the matter
 - Efforts and success at rehabilitation as well as the likelihood or unlikelihood that such matter may occur again
 - The likelihood or unlikelihood that the matter would prevent the applicant from performing the position in an acceptable, appropriate manner consistent with the safety and welfare of children.

4. Volunteer activities. All volunteer activities shall be conducted under supervision of CFCI staff who will determine the schedule, work location and duties of volunteers. Based on the results of the criminal background check, a volunteer may be approved for some activities but not others. If such is the case, the relevant staff members will be informed on a need to know basis.

5. Access to Student Information/Confidentiality. CFCI may provide volunteers student information necessary for accomplishment of their duties to the extent authorized by law. CFCI shall use all available methods to ensure that volunteers have access only to such student information and records in which they have a legitimate educational interest because the information is necessary to effective performance of their duties as a volunteer.

As a condition of such provision of information, CFCI shall ensure that prior parental permission has been secured for the release, or the volunteer is considered a “school official” because:

- The volunteer performs an institutional service or function for which the institution or agency would otherwise use employees
- The volunteer is under the direct control of the agency or institution, and,
- The volunteer has signed the CFCI Volunteer Agreement.

6. Denial/ Exclusion/ Revocation of Status. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave campus.

The Director or designee has the right to deny or revoke any person’s volunteer status at any time.

The Director or designee shall be responsible for investigating and resolving complaints regarding volunteers.

7. Procedures. CFCI shall develop and implement procedures for registering the presence of volunteers in the building, and utilizing the services of volunteers. Volunteer Applications and Agreements will be kept on file.

Adopted 1-15-2019