



School District 51  
Volunteer Guidelines, Expectations and Resources  
2019-2020



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*School District 51 volunteers are people in the community  
who share their time, their talents and their skills with students.*



## Where can I help?

- ▶ Read with a Child
- ▶ Foster Grandparents
- ▶ RSVP
- ▶ Spellbinders
- ▶ Art Heritage Program
- ▶ Volunteer Coaching
- ▶ In Classroom Help
- ▶ Field Trips
- ▶ Reading Aide
- ▶ Assist in the Office or Library
- ▶ Extra-Curricular Activities
- ▶ Crossing Guard Duty
- ▶ Watch D.O.G.S
- ▶ Lunch Lizard Program

## Opportunities & Expectations

### What is expected of volunteers:

- ▶ Complete the required volunteer paperwork
- ▶ If a background check is required, please complete the required steps
- ▶ Sign in upon arrival and sign out
- ▶ If the school issues a volunteer badge or name tag, please wear this identification
- ▶ Be reliable
- ▶ Be honest
- ▶ Be patient
- ▶ Observe the volunteer code of conduct
- ▶ Be a positive role model
- ▶ Communicate with staff



# Process

## What paperwork do volunteers need to complete?

- ▶ All volunteers are required to complete a volunteer agreement form for each school year.
- ▶ Volunteer coaches will need to complete a volunteer agreement form and the volunteer coaching form.
- ▶ Both of these forms are available at your school.

## Who is required to complete a background check and why?

A background check is required any time a volunteer will be working **ONE ON ONE** with students.

### This includes:

- Working in the hallway with students
- Small groups or in the classroom without a staff member present
- Overnight field trips
- Driving students (example: field trip)
- Marching band trips
- Volunteer coaching
- Reading aide (when a volunteer works with a student in the hallway)
- Read with a Child program
- Foster Grandparent and RSVP Volunteers
- Watch D.O.G.S.
- Lunch Lizard

For CPP Use Only:  
 Entered into database  
 Security check for CPP

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**VOLUNTEER AGREEMENT FORM**

School: \_\_\_\_\_ Teacher working with: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name	First Name	MI	Date of Birth:
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Address: \_\_\_\_\_

Address	City	State	Zip Code
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Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact - Name and Phone Number: \_\_\_\_\_

Company/organization you represent, if applicable: \_\_\_\_\_

Do you have a personal connection to a student(s) at this location? If yes, please indicate the name of the student, grade, and relationship (i.e. Johnny Smith, 4<sup>th</sup> grade, mother). \_\_\_\_\_

Have you been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)?  Yes  No

If Yes, please provide date, location and disposition: \_\_\_\_\_

**I am volunteering as: (Please mark all that apply)**

Direct-in Classroom		
<input type="checkbox"/> In Classroom Helper/Tutor	<input type="checkbox"/> RSVP Program	<input type="checkbox"/> Other (In the classroom with students)
<input type="checkbox"/> Art Heritage Program	<input type="checkbox"/> Spellbinder Program	<input type="checkbox"/> Reading Aide
<input type="checkbox"/> Foster Grandparent Program	<input type="checkbox"/> Watch Dog Dad	
Indirect-Not in Classroom		
<input type="checkbox"/> PTO/PTA/Accountability	<input type="checkbox"/> Read with a Child Plan	<input type="checkbox"/> Other _____
<input type="checkbox"/> Chaperone Same Day Field Trip(s)	<input type="checkbox"/> Assist in library/office/clerical	<input type="checkbox"/> Volunteer Coach (Please indicate which sport): _____
<input type="checkbox"/> Chaperone Overnight Field Trip(s)	<input type="checkbox"/> Extra-curricular activities	

Thank you for your interest in providing volunteer support for District 51 students and programs. It is important that you understand and accept the following conditions:

According to Mesa County Valley School District 51 Board of Education Policy 110C, "Volunteers shall work with students under the immediate supervision and direction of a certificated person...Volunteer appointees likely to be involved in one-to-one situations with children on a frequent basis hold positions of public trust. Accordingly, they shall be required to submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law in accordance with regulations governing applicants for support staff positions."

- The District may, under Section 22-32-109.7(1), C.R.S., inquire to determine if a volunteer has been convicted, pled no contest, or received a deferred sentence for unlawful behavior toward children.
- Volunteers shall not be entitled to any payment, salary, compensation or consideration of any kind from the District for services rendered, employee benefits of any type including, but not limited to, benefits under workers' compensation laws, unemployment compensation laws, wage and hour laws, and similar or related laws.
- Volunteers who donate their time in the schools are covered by the Volunteer Liability Act (1997), which covers volunteers who are acting within the scope of their responsibilities. The Act does not cover willful or criminal acts of negligence or omission, or harm caused while operating a motor vehicle.
- Volunteers who are asked to transport students in a private vehicle must complete a **District 51 Insurance and Driver Information Form**. Forms are available through the District's Risk Management Office.

I have read, understand, and accept the conditions of being a Mesa County Valley School District 51 school volunteer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

08/2016      White -Administration Copy      Yellow -School/ Building Copy      Pink -Volunteer Copy

\*Driver's License, Military ID or Passport Verified: \_\_\_\_\_ Date: \_\_\_\_\_



District 51 Staff should never leave a volunteer one on one with students if they have not completed and passed a volunteer background check.

- ❖ **Step One** – The volunteer will need to call or email April Hart in the Volunteer/Community Partners Office to set up an appointment to complete the background paperwork as well as to schedule their fingerprint appointment. The volunteer will also receive a payment code. This meeting will take approx. 15-20 minutes and is by appointment only.

Email: [april.hart@d51schools.org](mailto:april.hart@d51schools.org) Phone: 970.254.5114

Location: 2115 Grand Avenue, Grand Junction, CO 81501

- ❖ **Step Two** – After meeting with April the volunteer will go to their appointment at the assigned fingerprinting office to be fingerprinted.
- ❖ **Step Three** – Once the volunteer background has cleared the school will be notified and let the volunteer know that they are approved to volunteer at the school.
- ❖ **Step Four** – The volunteer background will be kept on file for 3-6 years depending on how active the volunteer is.
- ❖ **Please Note** – School District 51 cannot accept backgrounds from any other agency. The District is required to run a separate background check.

## Background



- Please allow 3-4 weeks for the background process.
- If you will be attending a field trip, please schedule your background appointment at least four weeks prior to the trip.
- The school district cannot guarantee how long it will take to process your background.
- If your background is not processed by the time of the field trip, you will not be able to attend. No exceptions.





## Volunteer Code of Conduct and School Board Policy IJOC

**Mesa County Valley School District 51**

**IJOC  
SCHOOL VOLUNTEERS**

Adopted: February 20, 1990

Revised: June 21, 1994

Policy Manual Review: November 19, 2002

### ► Confidentiality -

As a volunteer you may have access to student information such as grades and records. You will know the children who are succeeding and you will know the children who are struggling. This information should **NEVER** be discussed or shared with other volunteers, parents, students or in the community. Any concerns or questions should be addressed with school personnel only.

### ► Dependability -

Please be dependable. The teachers and staff have planned activities/projects for you and the students. If you are not available, please be considerate of those depending on you and notify the office.

### ► Communication -

Your volunteer work should be a learning experience for you. When you have concerns or questions about school policies and procedures please address this with the teacher, school volunteer coordinator or principal.

### ► Support -

As a school volunteer, you will be in a support position. Your role is to support the classroom teacher, staff and the principal of the building as they are responsible for the education of the students at school.

### ► Attitude -

As a volunteer you set an example for the students. Please come to school with a positive attitude.

The Board of Education recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purpose of the volunteer program shall be to:

1. Assist employees in providing more individualization and enrichment of instruction or supervision of students.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process.
3. Strengthen school/community relations through positive participation.

A volunteer is an appointed official who serves on an occasional or regular basis at the pleasure of the Board at school sites or other educational facilities to support the efforts of professional personnel and carry out the purposes set forth above. Such officials serve in that capacity with no compensation of any kind, other than reimbursement for duly authorized expenditures actually incurred.

The Board delegates authority to the executive director of human resources to appoint volunteers and to terminate such appointments. Such appointments, which shall be terminable at any time without notice at the will of either party shall be effective upon execution of the *Volunteer Agreement* form. The appointment of volunteers to official positions within the district is not to conflict with or replace any regularly authorized personnel allotment.

Volunteers shall work with students under the immediate supervision and direction of a certificated person.

Volunteers are expected to comply with all policies and regulations set forth by the district. If applicable to the position, volunteers may be required to complete examinations or other certification, i.e. requirements of volunteer "walk-on" coaches by the Colorado High School Activities Association.

Volunteers shall be insured for liability under the district insurance programs, but shall not be entitled to any employee benefits of any type, including, but not limited to, benefits under workers' compensation laws, unemployment compensation laws, wage and hour laws, and similar or related laws. The Superintendent is directed to take such action as is necessary to exercise the option under section 8-40-202(1)(a)(I)(B), C.R.S. to exclude appointed volunteers as "employees" within the coverage of the Colorado Workers' Compensation Act for the district's current and future policies of worker's compensation insurance. The Superintendent shall also notify each volunteer of such action promptly at the time such election to exclude is exercised.

#### Background Checks And Fingerprinting

Volunteer appointees likely to be involved in one-to-one situations with children on a frequent basis hold positions of public trust. Accordingly, they shall be required to submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law in accordance with regulations governing applicants for support staff positions.

#### Legal References:

- C.R.S. 8-40-202 (Workers' Compensation Act)
- C.R.S. 22-32-109.7(1) and (2)
- C.R.S. 22-32-109.8
- C.R.S. 22-32-109.9(1)
- C.R.S. 22-32-110(ee)
- C.R.S. 24-10-103(4)(a)(Colorado Governmental Immunity Act)

#### Cross References:

- GCBC, Professional Staff Supplementary Pay Plans
- GDE/GDF, Classified Staff Recruiting/Hiring



## Volunteer Do's & Don'ts

### ▶ DO

- ▶ Notify staff of any questions or concerns
- ▶ Complete all required volunteer paperwork
- ▶ Complete a background check if one is required
- ▶ Set a good example for students
- ▶ Notify staff if a student is being difficult and let the staff address the issue
- ▶ Be mindful if a student has an IEP/learning and/or behavior disability
  - ▶ This student may require additional support
  - ▶ Notify staff if you are not able to provide this support

### ▶ DON'T

- ▶ Complete your child's schoolwork
- ▶ Ignore staff direction
- ▶ Share student information with anyone other than staff
- ▶ Discipline students
- ▶ Yell or argue with students
- ▶ Keep any student concerns from staff
- ▶ Bypass the volunteer background check if one is required
- ▶ Assume because you are visiting the school the volunteer process does not apply to you – you are still a guest and need to check in through the proper channels
- ▶ Try to implement your own volunteer program or ideas without going through the District Volunteer and Safety Offices first for approval



## Safety

### ▶ Emergencies –

In case of an emergency or when you have concerns for student safety, please report your concerns immediately to school personnel. Your school has specific procedural guidelines. In case of a life threatening emergency, call 911.

### ▶ Checking In and Identification –

As a safety precaution for you and the school, the school district requires that all volunteers sign in and out with the front office when volunteering at the schools. In addition please wear the school issued volunteer badge or name tag.

### ▶ Drills –

All volunteers are required to follow staff instruction in the event of a drill or real emergency. This includes fire drills, shelter in place and lockdowns. Please be a resource not a barrier. Address safety questions or concerns with school personnel and the district safety team.

### ▶ Volunteer Termination –

At any time if a school administrator feels that a volunteer is not a good fit or safe for their school, the principal of that school retains the right to end the volunteer agreement. In addition the staff of the school has the right to assign a parent volunteer in a different classroom from their child's if they feel this placement is necessary.





## Resources

### ▶ School Contacts:

- ▶ Teacher
- ▶ School Volunteer Coordinator/Secretary
- ▶ Principal

### ▶ District Contacts:

- ▶ April Hart, Volunteer/Community Partners
- ▶ Tim Leon, Director of Safety and Risk Management

- ▶ Volunteer School Board Policy
- ▶ Volunteer Agreement Form (Pink Copy)
- ▶ Volunteer Information Power Point
- ▶ Volunteer Handouts
- ▶ [www.D51schools.org](http://www.D51schools.org)