

Book	WCSD Policy Manual
Section	4000 Instruction
Title	School Volunteers
Number	4532
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Legal	
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Volunteers are integral to the success of Wappingers Central School District. The District deeply respects and encourages the many efforts of our volunteers who give so willingly of their time to the staff and students.

Wappingers Central School District encourages and promotes the use of school volunteers in order to expand and enhance parental and community involvement within our schools while maintaining safety and security for students and staff. The sole purpose of this policy is to assist volunteers in the performance of their support of our schools. Nothing in this policy shall be deemed to create a contract between the school volunteer and the Wappingers Central School District. Nor shall this policy in any way affect the school district's right to terminate its association with any volunteer for any reason with or without cause.

Definition of a Volunteer

A "school volunteer" is an individual who is not employed by the District and not receiving any payment for assisting with District activities that may involve direct student contact on a regular, recurring basis. Participation in Booster Clubs, School Advisory committees, Parent Teacher Associations, or similar activities that occur outside of school hours and are not school sponsored activities are not covered under the provisions of this policy. A school volunteer need not be a parent of a student(s) enrolled in the school district.

Role

Volunteers may only serve in an auxiliary role under the supervision and direction of the District employee responsible for the program or activity. The District employee retains the responsibility for establishing, supervising and evaluating the activity or program. Volunteers are prohibited from having direct contact with district students unless they are supervised by a District employee. Volunteers are not considered substitutes for District employees.

Volunteers are expected to keep any student information acquired during the course of their volunteer duties strictly confidential, in accordance with the Family Educational Rights and Privacy Act.

Application and Screening Process

An individual who wishes to volunteer at a school shall be interviewed and approved by the principal or her/his designee, prior to serving at the school. The principals' decision on whether to approved the volunteer candidate shall be based on the best interests of the schools. A rejected volunteer applicant may appeal the principals' decision to the Superintendent of Schools or her/his designee whose decision shall be final.

Each volunteer candidate will be required to submit a Volunteer Application to the principal or her/his designee. The application shall include references, and information regarding criminal convictions. Individuals who have worked as a volunteer within the year prior to submitted an application will not be required to undergo a reference check. Prospective volunteers shall be interviewed by the principal or designee.

Once the individual is recommended to serve as a volunteer, the principal or designee shall submit the completed Volunteer Application to the Superintendent of Schools. The Superintendent determines the applications to be submitted as recommendations to the Board of Education for final approval.

**WAPPINGERS CENTRAL SCHOOL DISTRICT
SCHOOL VOLUNTEER APPLICATION**

The Wappingers Central School District deeply respects and encourages the many efforts of our exceptional volunteers who give so willingly of their time to the students and staff of our schools.

Name: _____ Date: _____
Last Name, First Name, Middle Initial

Address: _____
Street Address, City, State, Zip

Telephone Numbers: (____) _____ (____) _____ (____) _____
Home Mobile Work

Emergency Contact Name & Telephone Number(s) _____

I wish to volunteer at the _____ School(s)

in the _____ Activity/Program(s)

References:

1. _____
Name, Address, Telephone Number(s)

2. _____
Name, Address, Telephone Number(s)

Please answer the following questions. If you answer "yes" to either question, please provide an explanation on a separate page.

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding minor traffic violations not involving alcohol or drugs)? Yes _____ No _____

2. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any authority regarding any claim of either substance abuse or physical/mental abuse of another person? Yes _____ No _____

I will inform the WCSD Office of Human Resources within three days if, during my tenure as a volunteer, question number 1 or 2 becomes applicable.

I have read the Wappingers Central School District Volunteer Policy #4532 and agree to comply with its requirements.

Applicant's Signature Date

Please return this completed application to the Principal of the school or Coordinator of the program in which you wish to volunteer.

----- PLEASE DO NOT WRITE BELOW THIS LINE -----

Name / Signature of Employee-Supervisor Date

Name / Signature of Supervising Administrator (Principal/Principal's Designee or Coordinator) Date