

SCHOOL VOLUNTEERS

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist District employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the District.

Volunteers may be involved in many facets of school operations, from tutoring relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as making provisions for adequate supervision and evaluation of volunteers. Such personnel shall be responsible for ensuring that all volunteers sign in and out of the building each time they are on school property.

Persons wishing to volunteer must contact the Superintendent or School Principal or other individual designated by the Superintendent or School Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions and affirm that they have not been accused or convicted of any crime involving the use, possession, sale or intent to sell narcotics, physical/sexual offenses and/or abuse or mistreatment of children.

The School Principal shall be responsible for the approval of volunteer applications and for ensuring that volunteer applications are maintained in a binder to be kept in the main office of each school building.

The School Principal shall be responsible for retaining a complete record of all information obtained through the application process for the same period of time the District retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations and school rules. The School Principal and any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

Each School Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments. Further, it shall be the responsibility of each School Principal to annually review and update the volunteer information.

Adoption date:

VOLUNTEER APPLICATION

SCHOOL _____

1. Name _____
Last First Middle

2. Address _____
Number Street

City State Zip

3. Telephone () _____

4. E-mail address _____

5. Available Days/Times _____

6. Have you ever been convicted of a crime (other than traffic violations)? ___Yes ___No
If answer is "Yes", give full particulars on additional sheet.

7. Have you ever been accused or convicted of any crime involving
use, possession sale or intent to sell narcotics and/or physical/sexual
offenses and/or abuse or mistreatment of children? ___Yes ___No
If answer is "Yes", give full particulars on additional sheet.

I affirm that answers given herein are true and complete to the best of my knowledge and understand that in the event of any falsity in the above application that I am responsible to the Niagara Falls City School district for any and all legal costs or expenses incurred by it as a result thereof. I authorize investigation of all statements contained in this application as may be necessary.

Signature _____

Date _____