

**GENERAL ADMINISTRATION**

**Policy 1425**  
**(Form 1425)**

**School/Community Relations**

**School Volunteers**

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students.

**Screened Volunteers**

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered “screened volunteers” under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay for the cost of obtaining such criminal records checks. Screened volunteers are allowed to access student educational records only when necessary to assist the District and while supervised by an appropriate staff member. Screened volunteers may have access to students’ educational records where necessary and when supervised by a staff member.

**Non-Screened Volunteers**

Non-screened volunteers are those individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer’s consent, obtain a criminal records check from local law enforcement prior to beginning volunteer service. The District will assume any costs in obtaining such records checks.

**Application for Volunteer Service**

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District reserves the right to deny individual applicants where the best interests of the educational program are served.