

## **SCHOOL VOLUNTEER APPROVAL PROCEDURE**

Palmyra-Eagle Area School District board policy requires that all volunteers complete a required National and/or State criminal history background check. For the purposes of policy and procedure a volunteer is defined as an adult who volunteers to serve in the school in one or more approved capacities.

The following procedure outlines the steps required for the volunteer approval process:

1. The prospective volunteer should contact the principal or building secretary to obtain the district approved volunteer application form and related materials.
2. Once completed, the documents may be submitted to the building principal or secretary who will then forward them on to the district office for processing.
3. Upon receipt of the forms the district will conduct a confidential criminal background check.
4. Upon completion of the background check the District Administrator will contact the individual to inform them of the results of the background check if something appears as a result of the background check that was not disclosed or causes concern which might jeopardize the approval of the application.
5. The District Administrator will issue a formal notice in the form of a letter to individuals who have not successfully completed the background check and have not been approved for volunteer service to the district.
6. A list of approved volunteers will be available to each principal and building secretary. Volunteer badges or some form of identification shall be made available and will be worn by all individuals, as necessary, during the time of their volunteerism.
7. Such badges or forms of identification shall be issued daily upon the onset of the volunteerism in the school and shall be returned at the conclusion of said activity(ies).
8. It is the responsibility of school staff members facilitating the volunteer activity(ies) to make sure that the volunteer have been properly screened prior to performance of volunteer duties. This shall be done via confirmation/verification with the principal or building secretary to ensure the individual's name is included on the approved list.
9. Volunteers who have not successfully completed a background check shall not be provided unsupervised access to students or confidential student information and will not be permitted to serve as a chaperone on a school-sponsored trip or planned activity.
10. The District Administrator retains the sole authority to approve or deny all school volunteer applicants.