

NORTH PROVIDENCE SCHOOL DEPARTMENT VOLUNTEER POLICY	Approved: 8/26/2009

INTRODUCTION

The North Providence School Committee recognizes the valuable and important contribution made to the school district through the volunteer assistance of parents and other community members. As such, it fully supports all district initiatives aimed at recruiting and utilizing volunteers to enhance district and school activities and programs. The purpose of this policy is to set forth the guidelines that district personnel are to follow when recruiting volunteers at the school and district level.

ADMINISTRATIVE AUTHORITY AND RESPONSIBILITIES

The Superintendent shall ensure that processes and procedures are developed and appropriate staff is designated to support the implementation of and adherence to this policy. Principals are authorized to solicit volunteers to work in their schools, in accordance with district policy and procedures. Principals shall have final authority in determining whether an individual is suitable for volunteering in their schools.

DEFINITIONS OF VOLUNTEERS

A volunteer is an adult that is not employed by the school department and who works on an occasional or regular basis in the district or in a school. Volunteers do not receive compensation or economic benefit for the work they perform. Volunteers fall into two (2) categories: Level A volunteers and Level B volunteers.

Level A: Volunteers are always under the direct supervision of a school staff member and are not authorized to be alone with a class of students or any student for any reason. Examples: assisting in classrooms; assisting in sports or club activities; chaperoning on day field trips.

Level B: Volunteers may have non-supervised access to students and may or may not be subject to supervision from school based staff.
Examples: chaperoning an overnight fieldtrip or trips out of the country.

REQUIREMENT

Volunteers shall be required to complete an Information and Disclosure Statement.

AGE REQUIREMENT

Volunteers must be a minimum of 18 years of age.

ASSIGNMENT

Volunteers will not be guaranteed they will be in a specific classroom as may be requested.

CONFIDENTIALITY

Volunteers must adhere to the confidentiality of what is observed and not shared outside the classroom. Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community. Volunteers shall not have access to confidential information i.e. files/records

BACKGROUND CHECKS

Upon initial application, all volunteers shall be required to obtain a Rhode Island BCI. All out-of-state volunteers, or volunteer applicants who have not resided in Rhode Island for a period of five years, shall be required to obtain a National Fingerprint BCI.

The cost of the background check, if any, is the responsibility of the applicant. Volunteers should not be with a student/s unless in the presence of a classroom teacher, administrator, or appropriate school personnel. A volunteer shall not be in a one-on-one situation with a child, during or outside of a school day.

Level A Volunteers will be screened through a state criminal background Check if they have lived in RI for less than five years they will also need a National BCI check. Level B Volunteers will be screened through a state and national criminal background check.

Each subsequent year Rhode Island residents who volunteer shall only be required to obtain a local (Rhode Island) BCI that will remain current commencing from the time that person applies for volunteering until the first day of the next school as determined by the school calendar.

PROHIBITIONS

Individuals, who have been charged and/or convicted of certain criminal offenses, will be ineligible to serve as a volunteer in the North Providence School Department. These offenses include but are not limited to the following:

- ◆ First and second degree child molestation sexual assault
- ◆ Murder
- ◆ Voluntary or involuntary manslaughter
- ◆ First, second and third degree sexual assault
- ◆ Assault with intent to commit specified felonies (murder, robbery, rape, burglary, or the abominable and detestable crime against nature)
- ◆ Assault on persons sixty (60) years of age or older
- ◆ Felony assault
- ◆ Patient abuse
- ◆ Neglect or mistreatment of patients
- ◆ Burglary
- ◆ First degree arson
- ◆ Robbery
- ◆ Felony drug offenses
- ◆ Larceny
- ◆ Felony banking law violations

This list of offenses is taken from RI State Law, Section 16-2-18.1, and includes those offenses which would disqualify any person seeking employment with a private or public school department. It is intended to be instructive but not inclusive. In the event that potentially disqualifying information is discovered through a background check, the information will be disseminated to the appropriate administrators and a decision

made by the Superintendent as to whether the individual can volunteer in the North Providence School District.

EXCLUSION

This Policy may not apply to parents observing classrooms, guest speakers, performers, student mentors who are enrolled in North Providence School Department, newspaper reporters, vendors for school related items such as rings, yearbooks, delivery vendors, and alike, provided they are accompanied by the Superintendent or school personnel.

APPEALS PROCESS

Any volunteer against whom disqualifying information has been found may request that a copy of the criminal background report be sent to the Superintendent, who shall make a judgment regarding whether the individual may volunteer in North Providence School Department.

Any volunteer wishing to appeal the Superintendent's decision may do so by writing a letter to the Chairperson of the School Committee within ten days of the Superintendent's decision, requesting a hearing before the School Committee.

VOLUNTEER LIABILITY AND INDEMNIFICATION

A volunteer shall at all times indemnify and hold harmless the North Providence School Department and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

STATEMENT OF NONDISCRIMINATION

The North Providence School Department does not discriminate on the basis of race, color, religion, ancestral origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. Individuals with disabilities may contact the Superintendent's office to request reasonable accommodation to participate in a program or activity sponsored by the North Providence School Department

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Updated: 3/8/2022 Non-Discrimination Disclaimer