

<b>NORTH PROVIDENCE PUBLIC SCHOOLS VOLUNTEER POLICY</b>	<b>Approved: 8/26/2009 Updated: 8/27/2025</b>

## **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.

## **DEFINITIONS OF VOLUNTEERS**

A volunteer is any non-compensated person who wishes to donate their time within a school building, at school-sponsored events, as an athletic coach or where students are present.

## **REQUIREMENT**

Volunteers must be a minimum of eighteen (18) years of age. Volunteers must adhere to all North Providence Public Schools policies and regulations. Volunteers shall be required to complete an [Information and Disclosure Statement](#) (linked here), as amended by the District from time to time. The volunteer shall update information provided on the Disclosure Statement, as requested by the School District.

## **ASSIGNMENT**

Volunteers are assigned by the Principal. Volunteers are not guaranteed placement in a specific classroom, nor for a particular activity.

## **VOLUNTEER ATHLETIC COACHES**

Volunteer athletic coaches must be approved by both the Athletic Director and building principal. The Athletic Director shall report to the principal and the Human Resources Director the names of all approved volunteer athletic coaches yearly.

## **CONFIDENTIALITY**

Volunteers shall adhere to the rules and District protocol for confidentiality as well as all other rules, regulations and protocols observed by the District. Volunteers shall not discuss or reveal any student/school related confidential issue or information with any third party except with explicit written permission from the Principal. Volunteers shall not have access nor shall they attempt to gain, nor be given access to confidential information.

## **SAFETY AND SECURITY**

Upon initial request, all volunteers shall undergo a Rhode Island state criminal background check. All out-of-state volunteers, or volunteer applicants who have not resided in Rhode Island for a period of one (1) year, shall be required to undergo a national criminal background check.

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.

Volunteers shall be required to undergo a Rhode Island state criminal background check for each subsequent year they intend to volunteer with the district<sup>1</sup>.

If the Background check reveals any disqualifying information<sup>2</sup>, as defined by state law, the Superintendent will make a determination regarding the qualifications and fitness of said person to volunteer for the school District based on such information.

## **EXCLUSION**

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

## **APPEALS PROCESS**

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 (10) days of the Superintendent's decision.

## **VOLUNTEER LIABILITY AND INDEMNIFICATION**

A volunteer shall at all times indemnify and hold harmless North Providence Public Schools 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.

## **RECORDS RETENTION**

Each school within North Providence Public Schools shall maintain an accurate file of signed volunteer disclosure statements and evidence that annual criminal records checks have been initiated on all volunteers in the District.

## **STATEMENT OF NONDISCRIMINATION**

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<sup>1</sup> See RIGL 16-2-18.5

<sup>2</sup> See RIGL 23-17-37; 11-37-8.1 and 11-37-8.3

North Providence Public Schools 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 a reasonable accommodation to participate in a program or activity sponsored by North Providence Public Schools.

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**Updated: 3/1/2017**

**Updated: 3/8/2022 Non-Discrimination Disclaimer**

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