

<p style="text-align: center;">NORTH PROVIDENCE PUBLIC SCHOOLS DEPARTMENT VOLUNTEER POLICY</p>	<p style="text-align: center;">Approved: 8/26/2009 Updated: 8/27/2025</p>

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 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. ~~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 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 Department.

AGE REQUIREMENT

~~Volunteers must be a minimum of 18 years of age.~~

ASSIGNMENT

Volunteers are assigned by the Principal. Volunteers are not guaranteed placement in a specific classroom, nor for a particular activity. ~~will not be guaranteed they will be in a specific classroom as may be requested.~~

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. ~~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~~

SAFETY AND SECURITY BACKGROUND CHECKS

Upon initial request application, all volunteers shall undergo a Rhode Island state criminal background check. ~~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 one (1) year ~~five years,~~, shall be required to undergo a national criminal background check ~~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.~~

Volunteers shall be required to undergo a Rhode Island state criminal background check for each subsequent year they intend to volunteer with the district¹. ~~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.~~

If the Background check reveals any disqualifying information², as defined by state law, the Superintendent will make a determination regarding the qualifications and fitness of said person to volunteer for the school department based on such information.

PROHIBITIONS

¹ See RIGL 16-2-18.5

² See RIGL 23-17-37; 11-37-8.1 and 11-37-8.3

~~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 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 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 (10) 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 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

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.

Approved: 8/26/2009

Amended: 3/1/2017

Updated: 3/8/2022 Non-Discrimination Disclaimer

Updated: 8/27/2025



NORTH PROVIDENCE PUBLIC SCHOOLS

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Volunteer Disclosure Statement

It is the policy of North Providence Public Schools to make every reasonable effort to provide a safe learning environment for students and staff working with volunteers. In furtherance of this policy, all individuals seeking to volunteer in the District must provide the following information to be considered.

Full Name: _____
first middle last maiden

Students Name [if applicable]: _____
first middle last

Current Address: _____
house/apartment # and street town/city state zip code

Address for last five years: _____
house/apartment # and street town/city state zip code

house/apartment # and street town/city state zip code

house/apartment # and street town/city state zip code

Phone #: _____
cell phone home phone work phone

Driver's License Number & State: _____ **Date of Birth:** _____

Place of Current Employment: _____

Volunteer Background Statement:

Have you ever been arrested, charged or convicted of a misdemeanor or felony?

Yes ____ **No** ____ If yes, please provide written details on the back of this form.

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

Yes ____ **No** ____ If yes, please provide written details on the back of this form.

I, the undersigned volunteer, certify that the information provided in this form is true, accurate, and complete to the best of my knowledge. I understand that it is my responsibility to notify North Providence Public Schools as soon as possible if any of the information provided changes.

Volunteer Signature: _____ **Date:** _____

School Principal Name: _____ **Location:** _____

School Principal Signature: _____ **Date:** _____

***School principals must attach a copy of the volunteer's valid driver's license to this form.**

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