



**VOLUNTEER POLICY
PPSD POLICY**

<p>General Belief</p>	<p>The Providence School Board welcomes and encourages the valuable contributions made to the Providence Public School District (PPSD or District) through the volunteer assistance and engagement of family and community members in District schools. The Board believes that the support and involvement of Providence families and community members is vital to our students' success.</p> <p>The Board further believes that increasing volunteer opportunities and other types of school-based engagement and clarifying the volunteer engagement process will encourage more individuals to become involved with the District.</p> <p>The Board recognizes that the engagement of volunteers should be implemented in a manner that promotes the safety of all our children and staff.</p>
<p>Purpose and Scope</p>	<p>The purpose of this policy is to establish the guidelines for the approval and training of volunteers in District schools, including the roles, responsibilities, and expectations of volunteers within our schools.</p> <p>This policy applies to parents and community members who volunteer on an individual basis, or through our various Parent Teacher Organizations, both on and off District property, and during and outside of the school day.</p>
<p>Definitions</p>	<p>The following definitions are provided to assist in understanding this policy and the legal obligations of the District.</p> <p>District Employees: All District appointed personnel, pursuant to Providence School Board appointments.</p> <p>Disqualifying Information: Disqualifying information on the Criminal Background Check is any offense listed in Rhode Island General Law §§ 23-17-37, 11-37-8.1, 11-37-8.3, 11-9-1(b), 11-9-1(c), and 11-9-1.3.</p> <p>Volunteers: Individuals who may have direct contact with children and/or students in schools and who assist with and/or provide services on an occasional or regular basis. Volunteers are not employed by PPSD and do not</p>

	<p>receive any economic benefit or compensation from the District for the assistance that they provide.</p>
<p>Guidelines and Implementation Strategies</p>	<p>The Superintendent will develop administrative regulations for volunteers in District schools.</p> <p>The regulations should address each of the following:</p> <p>1) <u>Volunteer Application</u> The District must obtain the following information for individuals who would like to volunteer at PPSD, prior to placement:</p> <ul style="list-style-type: none"> a) Written Volunteer Application and other forms as required. b) Qualified photo identification. c) State criminal background check d) Signed waiver of liability agreement. <p>Additionally, PPSD will conduct a search on the National Sex Offender Public Website (NSOPW) for prospective volunteers.</p> <p>2) <u>Criminal Background Check</u></p> <ul style="list-style-type: none"> a) All volunteers shall undergo a Rhode Island Criminal Background Check prior to commencement of volunteer work. b) The cost of the Criminal Background Check is the responsibility of the volunteer applicant. c) The criminal background check must be completed at a local or State Police Station or the Attorney General’s Office. d) Individuals with disqualifying information may be ineligible to serve as a volunteer. <p>3) <u>Disqualifying Information – Appeals Process</u> Any volunteer against whom disqualifying information has been found may request that a copy of the Criminal Background Report be sent to the Director of Family & Community Engagement. A decision shall be made in writing regarding whether the individual may volunteer and whether limits on time and scope of volunteer services are appropriate. In approving volunteers with Disqualifying Information, the District shall consider the nature of the offense, the time that has elapsed since the disqualifying event, the applicant’s more recent conduct, and other factors that it considers relevant. This decision may be appealed to the Superintendent.</p> <p>4) <u>Volunteer Records</u> The School Department shall maintain on file evidence that criminal records checks have been initiated on all volunteers and the results of those checks.</p>

	<p>5) <u>Volunteer Orientation</u> Prior to commencement of the volunteer placement or within one month, of the commencement of the volunteer placement, volunteers should complete a volunteer orientation. Orientation for Volunteers under this policy shall include, at minimum:</p> <ul style="list-style-type: none"> a) Overview of roles, responsibilities and expectations of volunteers. b) Overview of the value of volunteer services to the District. c) Overview of child abuse reporting protocols. d) Training on state and federal laws related to student rights, confidentiality of records, and nondiscrimination. e) Overview and training on the relevant District policies. <p>6) <u>Volunteer Supervision</u> All volunteers must be under the direct supervision of a District employee at all times. Volunteers are not authorized to be alone with a class of students or individual students for any reason, whether providing support within a classroom, chaperoning day trips, assisting with after-school activities and/or any other volunteer assignment.</p> <p>7) <u>Volunteer Approval</u> Volunteers under this policy may be approved for up to one calendar year. The District reserves the right to deny or rescind volunteer approval.</p>
<p>Training, Oversight, and Communication</p>	<p>Prospective volunteers will be recruited to assist with and/or provide services to students with supports that are aligned to achieving the District’s goals as articulated in the strategic plan.</p> <p>The Superintendent will ensure that the administrative regulations include the process of communicating the policy, and for reviewing, and approving or denying applicants.</p> <p>The District will report to the Board annually on the impact of volunteers’ support of District activities.</p> <p>The Superintendent or designee will review and amend the administrative regulations as needed.</p>

Compliance with Laws, Confidentiality Requirements	The Superintendent will ensure that all PPSD personnel and all PPSD contractors comply fully with all applicable laws, rules, and regulations, and with all Board policies. In the event any part of any policy is unlawful, the Superintendent will report such event to the Board as soon as practicable and request of the Board a modification of this policy.
Legal Reference	Rhode Island General Law § 16-2-18.4 Rhode Island General Law §§ 23-17-37, 11-37-8.1, 11-37-8.3, 11-9-1(b), 11-9-1(c), and 11-9-1.3.
Cross Reference	PPSD Parent Involvement Policy
History	Approved by Board: January 10, 2005, Resolution# 1-14-05 Amended: April 27, 2015, June 27, 2018 Regulations Issued: 2015