



ADMINISTRATIVE POLICY
School Volunteers
PAP-A003

Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

1. Salem-Keizer Public Schools are committed to maintaining a safe environment for students, staff, volunteers and visitors and will provide supervision, training, and criminal history checks for all school volunteers.
 - 1.1. School volunteer is defined as an individual who is not an employee of the district and who donates their time for any school or district related activity.
 - 1.2. Volunteers may be recruited for any purpose that is in accordance with district policy and that is approved by the department supervisor or school administrator.
 - 1.3. The district will conduct criminal history and sexual conduct checks on all school volunteers prior to volunteering.
 - 1.4. An individual who does not consent to the criminal history and sexual conduct check will not be allowed to volunteer.
 - 1.5. In order to maintain an effective and safe learning environment, the department supervisor or school administrator may decline to allow an individual to volunteer despite having passed a criminal history and sexual conduct check.
 - 1.6. It is the responsibility of the department supervisor or school administrator to train all staff members in the effective use and supervision of volunteers.
 - 1.7. The department supervisor or school administrator, or designee, will be responsible for training volunteers, as appropriate, in the following areas: district policies and procedures, emergency and safety procedures, reporting responsibilities, confidentiality rules, school routines, and roles and responsibilities of the position.
 - 1.8. Volunteers receive no district remuneration other than reimbursement for expenses incurred at the direct request of the school administrator.
2. The Superintendent or designee will establish rules, manuals, procedures, work instructions and forms to be used in the school volunteer process.

Implementing Procedures:

1. **Criminal History Check (PAP-P002)**
2. **Volunteer Handbook (HUM-F046)**

Revision History:

| Date | Revision | Description |
|--------|----------|------------------------------------|
| 7/6/21 | 1.0 | Updates throughout entire document |
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Approved By: _____