

# **GUIDELINES/IMPLEMENTATION PLAN**

## **VOLUNTEERS – COMMUNITY RESOURCE PERSONS**

### New Policy Implementation Plan

- Administrators/Principals review list of volunteers in buildings for 2012-13 school year.
- Administrators review proposed policy with building staff:
  - Place activities in proposed tiers
  - Associate volunteers with activities and thus tiers.
- Bring concerns/proposals to Administrative team meeting
  - Consider ways to disseminate information about the new policy.
    - Direct mail to volunteers
    - Attend PTO meeting
    - Visit with volunteers one on one as they begin to serve in the Fall
    - Notice in newspapers
    - Posters at schools
    - Inform staff working with volunteers
      - In classrooms
      - On trips
      - At practice
- When policy is adopted
  - Buildings will
    - determine who needs to complete the Volunteer Application
    - Obtain ID information and copy it
    - Principal approval required with Tier designation, 2 or 3
    - Send form to Sally at Central Office
  - Central Office will
    - Contact volunteer for appointment to complete designated background check forms
    - Notify principals of receipt of background reports
- Follow-up
  - Proposed policy states that the volunteer will notify the school principal of being charged with any crime.
  - Principals are responsible for monitoring volunteers to ensure the safety of students in the District.

*6/2012 – policy KN to begin July 1, 2012*