# School Policies

**KJ-R - Volunteers**

These regulations specify with respect to school volunteers the duties and responsibilities of the School Director and/or designated Volunteer Coordinator, as well as the procedures applicable to random background checks.

SCHOOL DIRECTOR DUTIES AND RESPONSIBILITIES
1. Ensure that procedures are in place to ensure all volunteers are properly registered and screened.
2. Ensure proper training/information is available to staff as needed to comply with the mandatory registration and screening.
3. Respond immediately to staff concerns regarding current or past volunteers.
4. Respond immediately to (and report to the MSCS Board) violations of policy KJ.

VOLUNTEER COORDINATOR DUTIES AND RESPONSIBILITIES

1. Require all site volunteers to register as outlined in policy KJ.
2. Allow only volunteers who have successfully completed a background check and a Volunteer Application and Agreement form to perform volunteer services for the School.
3. Keep on record the most recent date that a background check was completed for each volunteer and the result.
4. Provide training/information to staff and volunteers as needed to comply with the mandatory registration policy.
5. Help ensure that all volunteers wear identification badges at all times when they are performing volunteer services for the School.
6. Report any staff concerns regarding current or past volunteers immediately to the School Director.
7. Report violations of Policy KJ or these regulations to the School Director.

Adopted by Board: May 26, 2020
Revised/Reviewed by Board: May 8, 2023
(continue adding Revised/Reviewed dates)