



School Policies

KJ - VOLUNTEERS

Mountain Sage Community School encourages parents, guardians and other individuals from the community to volunteer their time, knowledge and abilities for the benefit of students in our schools. Authorized volunteers enrich the school's educational programs, and strengthen our school's relationships with families, businesses, public agencies and private institutions. The presence of authorized volunteers in the classroom, on school grounds and at activities away from school also enhances the supervision of students and contributes to school safety.

For purposes of this policy, a "volunteer" is an individual, except a student enrolled in the school, (a) who provides an act or service without compensation for the benefit of the school, staff and/or students subject to the direction and control of the school's Director and his/her designees, and (b) whose volunteer service could involve contact with one or more students outside the physical presence of a school employee, even if such contact may occur incidentally by chance at school or a school activity and for only a brief period of time. For purposes of this policy, an "authorized volunteer" is an individual (a) who qualifies as a "volunteer" under the definition in the immediately preceding sentence, (b) is registered as provided in this policy, and (c) is providing service to the school in accordance with this policy.

Volunteer service is a privilege that may be granted, denied or revoked at any time at the school's sole discretion.

In order to help ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a volunteer (including parents/guardians) must first be registered by the school, in accordance with the terms and conditions set forth below. This requirement applies to all volunteer service, whether it is only for a single occasion or will occur on a sporadic or regular basis, and regardless of the program, event or activity involved.

The volunteer registration process shall be conducted in accordance with the following procedures:

1. Individuals who wish to serve as volunteers must first register through *the school's background check provider* to initiate a background check. This background check

requirement is not meant to discourage or offend prospective volunteers, but rather to help ensure the safety and welfare of the school's students.

2. The prospective volunteer must also complete the school's Volunteer Application and Agreement form.
3. All information provided in the Volunteer Application and Agreement, and all information received by the school through a background check and/or other sources, shall be considered and maintained as confidential personnel file information under the Colorado Open Records Act and not subject to disclosure except on a "need to know" basis as authorized by law.
4. An individual's volunteer service may be denied if the school determines that such volunteer service would be incompatible with the protection of student health, welfare, safety or morals, based on information provided in the volunteer application and agreement, information discovered through a background check, or information discovered by other means. Determinations in this regard may be appealed to the School Director, whose decision shall be final. An individual's conviction of a felony or misdemeanor will not automatically result in denial of volunteer service; each situation will be considered individually. (As used in this paragraph, "convicted" means a conviction by a jury or by a court and shall also include the forfeiture of any bail, bond, or any other security deposited to secure appearance by a person charged with a felony or misdemeanor; the payment of a fine; a plea of no contest; or the imposition of a deferred or suspended sentence by the court.)
5. Authorized volunteers shall be issued a volunteer name tag, which must be worn at all times the individual is providing volunteer services.
6. Authorized volunteers are subject to follow-up background checks any time the school receives information indicating that it would be prudent to conduct such a background check in the interest of protecting student health, welfare, safety or morals.
7. Authorized volunteers must renew their volunteer application and background check annually.

The School Director and their designees shall identify appropriate services for volunteers serving the school, and shall train volunteers as necessary to perform such services. The use of volunteers at school activity shall not conflict with or replace any regularly authorized personnel staffing allotment.

Authorized volunteers shall be covered by, and afforded the protections of the Colorado Governmental Immunity Act and the Colorado Teacher and School Administrator Protection Act.

Adopted by Board: October 12, 2017

Revised/Reviewed by Board: December 10, 2019

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(continue adding Revised/Reviewed dates)