

VOLUNTEER SERVICES

It is the District's policy to encourage the use of volunteers, to provide a fair, safe, supportive and non-discriminatory environment for all volunteers and to not discriminate against volunteers or prospective volunteers on the basis of age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability.

A volunteer is a non-paid person functioning under the sponsorship of the Board and at the direction of the responsible administrator at school sites or other educational facilities within the district. Volunteers also include students 16 years of age and above, college practicum students, student teachers, interns, parents, community members or anyone who volunteers to drive students to a school activity.

Parents or legal guardians who visit their child's classroom, eat lunch at school with their child, or do not assist in instruction or independent supervision of other students are not considered volunteers under this policy.

Adults and students required to complete court-ordered "community service hours" may not volunteer in our schools.

Volunteer coaches must complete a volunteer coaching form (<http://www.waterloo.k12.ia.us/humanresources/index.php?pageid=829>), possess a current coaching license and submit to a background check. A copy of the volunteer coaching form and coaching license will be kept on file in Human Resources and at the volunteer's respective building assignment.

Prospective volunteers must complete a volunteer application (Form 900.7-E1). Except in the case of enrolled students in the District, all applicants will be checked against the Iowa Sex Offender Registry (www.iowasexoffender.com) and Iowa Courts Online on an annual basis. Prospective volunteers whose conviction involved a sex offense against a minor will automatically be denied volunteer status. Parents, legal guardians, or other volunteers who volunteer to drive students to a school activity are required to complete the District Activity Driver Certification Form (see Form 900.7-E2). Volunteer forms will be filed with the Volunteer's building of assignment.

Requests to serve as school volunteers may be made directly to the school principal, the classroom teacher, other school staff, or district administrators. The building's designated volunteer coordinator is responsible for administering and directing his/her school volunteer policies, adhering to district volunteer policies.

Mentors participating in the district's school-based mentoring program must follow established procedures for the School-Based Mentor Program (see Policy 902.1).

The Director of School and Community Relations shall be responsible for the direction of the district volunteer program and its compliance with all laws pertaining to volunteers that shall include the recruitment and retention of volunteers and the evaluation of the volunteer program.

Volunteers are expected to act in good faith in carrying out their assigned duties and responsibilities. Volunteers shall not be held personally liable for any actions taken in the performance of those duties and responsibilities vested in them by the laws of the State of Iowa and district policy.

The district shall defend, save harmless and indemnify volunteers against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omissions occurring within the scope of their duties, unless that act or omission constitutes a willful or wanton act or omission. However, the district shall not save harmless or indemnify volunteers for punitive damages.

The manner in which a defense is provided is the decision of the Board and will be made in consultation with the Board's attorneys. If it is determined by the Board's attorney that a conflict of interest exists in the representation by that attorney of both the district and the volunteer, the Board will select another attorney to provide the volunteer's defense. The Board's duty to defend a volunteer may cease if the volunteer declines the Board's defense and retains private counsel, takes the plaintiff's position, or, without the Board's permission, negotiates his/her settlement.

Legal Ref.: Iowa Code §§ 279.8; 670

ADOPTED: 9/18/78
4/26/10
11/8/10
11/14/16

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