



HOWARD-SUAMICO
SCHOOL DISTRICT
SERVING • LEARNING • ACHIEVING – TOGETHER

STAFF & PARENT LEADER GUIDEBOOK

Howard-Suamico School District
Volunteer Involvement Program





WELCOME!

We understand that positive community and family involvement are key contributors to an effective education, and we welcome volunteers and community partners who have time, talents, energy, expertise and resources to share in this responsibility. Howard-Suamico School District's Volunteer Involvement program (VIP) provides the tools, support, and avenues to build upon the strength we need via the use of volunteers and partnerships. Each school's volunteer program reflects the unique needs of its students. The district-wide program provides an umbrella of support and assistance to each school, providing for the volunteer needs of the district as a whole.

We hope this guidebook helps provide the information, advice, and parameters to develop super volunteer supporters! Working with volunteers takes a special developmental approach which is already a vital quality within all of you as educators. This guide will provide you with reinforcement to help build positive and effective relationships with your volunteers.

Together, will make a positive difference for our future!

Mission:
To bring schools and community together through authentic, meaningful volunteer opportunities that foster inspired learning and a culture of ongoing service.



HOWARD-SUAMICO

SCHOOL DISTRICT

SERVING • LEARNING • ACHIEVING - TOGETHER

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GOALS OF VIP



- Provide enrichment experiences for students to supplement their core curriculum.
- Provide supervised, individualized educational assistance to students.
- Provide programmatic and event support for co-curricular activities.
- Assist teachers with non-instructional duties enabling them to increase their individual attention to students in need.
- Assist staff with some office and facility duties enabling them to increase their individual attention to needs that have a positive, direct impact on students.
- Establish a strong culture of civic engagement, service, and volunteerism within our schools and surrounding communities across generations.
- Stimulate and nurture community interest, concern, and support for our students, teachers, schools, and programs.
- Stimulate and nurture student interest, concern, and support for the needs within our community.
- Assist in the improvement of students' self worth by increasing the opportunity for educational achievement and success in and out of the classroom.
- Enhance all aspects of the educational and community development process.
- Provide opportunities for school/community partnerships that result in mutually benefiting outcomes.

BENEFITS

OUR VOLUNTEERS ARE
THE SPIRIT OF OUR
SCHOOLS AND OUR
COMMUNITY.

-DAMIAN LACROIX, SUPERINTENDENT

There are endless benefits of having volunteers from the HSSD community engaged in our schools. We hope you will experience, contribute to, and realize many of these benefits.



For Students: The benefits may include increased individual attention, learning a new skill or enriching an existing one, learning within an accepting environment, building self-esteem, gaining a new friend who is a caring adult role model, developing an understanding of volunteerism, and developing an appreciation of giving one's talents and time.



For Volunteers: The benefits may include personal satisfaction by helping children and giving back to your community, the opportunity to learn new skills or polish existing skills, the ability to share your passions and expertise, a greater level of health and quality of life, and an increased sense of connection with the Howard-Suamico School District.



For Schools: The benefits may include the fostering of positive public relations with the community, an opportunity for assistance in meeting the vision and goals for student achievement, increased service and support for our students, and assistance with roles and responsibilities that stretch our teachers' time and skills.



For Community: The benefits may include a healthier, stronger community with positive youth that understand the importance of volunteerism, a more civically engaged community, greater participation and confidence in the educational system, better prepared and confident employees and community members for the future, and a sense of belonging to the Howard-Suamico School District.

HSSD VISION

"An authentic, innovative, connected, and inspired experience for an ever-changing future."

HSSD MISSION

"We will work with families and community to ensure that our students have the knowledge and skills to succeed in a changing world."



VOLUNTEER POSITIONS

Volunteers, just like compensated employees, require motivation, good morale, and meaningful job satisfaction. All of our active volunteer positions should be listed in the Volunteer Impact database (the District's volunteer management system). The HSSD Volunteer Coordinator will assist with this process, and maintain a current list of all positions on the web site. If you have a need for volunteers, a new activity can be created in the database to fill the need.

When creating a new volunteer position description, please consider the following:

- Make sure the volunteer activity is wanted by the teacher or staff and that the job will be valued, appreciated, and fulfills a true need.
- Be as detailed as possible related to the frequency and time commitment required.
- Make sure the job is one the volunteer wants to do and has the ability to do. The job should fit the volunteer's skills and interests. Effective matching is key.
- Make sure the volunteer knows the qualifications, purpose, and expectations of the job. It is also important to explain how it will connect to the mission of the school and to student achievement.
- Make sure the volunteer feels ownership for the job. Volunteers should feel they are making a positive difference!
- Make sure the volunteer understands the result of the assigned task. Please provide feedback.
- Make sure volunteers have the ability to make some decisions about the task.
- Ask for suggestions. This will help the volunteer feel a sense of ownership and satisfaction.

VOLUNTEER ORIENTATION/TRAINING

The orientation and training of volunteers is a shared role among all of us. The Volunteer Coordinator has developed a Volunteer Guidebook (available online and in hard copy) to provide an orientation and education about the basics of volunteering for the Howard-Suamico School District. Each volunteer should read and review this Guidebook early in the application process.

Each school and/or program should provide specific training for the applicable volunteer procedures and for the position requirements. Please contact the Volunteer Coordinator to assist with the development of training programs as needed. The Volunteer Coordinator will request the help from subject matter and/or curriculum experts when developing training programs - this is an important way in which you can contribute to the quality of the overall program.

In some cases, the specific training may be provided and/or supplemented by a partner organization with the expertise or that sponsors the volunteer program we are utilizing. Examples include: Junior Achievement, Big Brothers Big Sisters, etc.

GUIDELINES FOR VOLUNTEERS

We are very appreciative of all volunteer efforts, therefore, we would like to make sure that their experience is beneficial, enjoyable, and positive! The following guidelines have been established to assist them and to enhance your understanding of their roles:



1. The main focus of a volunteer while participating in school activities and assignments should be the safety, education, and enrichment of students.
2. Volunteers are only assigned to activities, teachers, or staff members who have requested volunteer assistance to help ensure that the volunteer feels valued, needed, and wanted.
3. If a volunteer does not feel comfortable in the assignment or does not feel he/she has adequate training or qualifications, he/she is encouraged to communicate with the teacher, school principal or the Volunteer Coordinator so that training or a more effective match can be arranged.
4. Students have a right to confidentiality under Administrative Policy 8350 so volunteers may not share any knowledge they have of a student's grades, behavior, medical, and progress records or abilities which are personal and confidential information. School affairs or personnel matters must also be kept confidential (Administrative Policies 8330 and 8350).
5. Volunteers are not allowed to supervise a classroom without a teacher present, nor allowed to discipline a student which is a teacher's or school staff member's responsibility. Teachers and staff are there to support the volunteer as well as the students.
6. Volunteers are role models for students so they should set good examples of communication, manners, hygiene and dress, behavior, and interpersonal relations. They should also strive to be a positive advocate for the schools.
7. Each school has specific guidelines and procedures for signing in and out, emergency evacuations, school hours, parking, etc. Volunteers will be provided with the information specific to the school or site that they are assigned to and are asked to follow these guidelines and procedures.
8. Volunteers need to be identifiable within their assigned school or site for three main reasons:
 - a. for the safety and security of the students, staff, and schools.
 - b. to more easily develop familiarity for positive relationship building.
 - c. so that we can refer to volunteers by name and role.
9. Volunteers are encouraged to ask questions and to get assistance so that the experience is as positive and effective as possible, both for the volunteer and the student.

Alone we can do so little;
together we can do so much.

Helen Keller

APPROPRIATE CONDUCT

VOLUNTEERS:

- Be positive, approachable, friendly, and show your passion for helping!
- Always sign in and out, follow school procedures, and track your hours.
- Be punctual and reliable - your students or teachers count on you, and look forward to your presence.
- Approach your role as a professional commitment even though you're volunteering - you make a difference!
- Communicate ahead of time if you will be absent.
- Be open and honest with your teacher or supervisor.
- Complete what is expected of you within your assignment and ask questions if there is confusion.
- Complete any required orientation and training for your role.
- The student's education and safety must be your main focus.
- Be a positive representative of your community within the schools.
- Communicate openly if you feel you need a different assignment that better matches your skills and interests.
- Have fun and continue to learn!



SCHOOLS & DISTRICT:

- Be welcoming and appreciative of your volunteers. Make sure the atmosphere is "volunteer friendly!"
- Provide adequate training, materials, and support so that the volunteers can effectively fulfill their roles.
- Provide all necessary information and instruction on procedures, calendars, and guidelines specific to the school or site.
- Provide adequate supervision, direction, and assistance per the level of volunteer.
- Never be too busy to answer questions for volunteers. Treat them with respect and courtesy.
- Be clear about the volunteer position descriptions and the expectations of each role so that volunteers are not confused about what they should and should not accomplish.
- Work with the Volunteer Coordinator to communicate each school's volunteer needs.
- Establish open communication with volunteers and keep them informed of changes affecting them.
- Cooperate with volunteers.
- Have fun and remember to say thank you!



VOLUNTEER RETENTION & RECOGNITION

TIPS FOR RETENTION OF GREAT VOLUNTEERS

The recruitment and training of a new volunteer takes time, patience, energy, and resources. Retention of volunteers can sometimes be the key to the success and longevity of a program that has a positive impact on a student's life and education. Volunteers can be very transient and leave their positions for various reasons, many of which relate to changes in their personal lives and situations. We cannot necessarily affect or change those personal reasons, but we can take steps to eliminate the departure of a volunteer due to factors we can control. The Volunteer Coordinator can assist with and provide support for these steps.

RECOGNITION OF VOLUNTEERS

It is important to the Howard-Suamico School District to recognize the efforts of our volunteers. With that commitment in mind...

- We will try to express our thanks and appreciation every time they visit and give of themselves.
- We will highlight volunteers, programs and accomplishments on the web site and in newsletters.
- We will recognize their length of volunteer service and contributions with special surprises.
- We will offer some learning opportunities & workshops to further their development and some occasions to participate in or attend school events.
- We will coordinate and invite them to participate in special events to show our appreciation and to offer an opportunity to meet and enjoy the camaraderie of other wonderful volunteers!



SCHOOLS & DISTRICT

- Remember that volunteers cannot be thanked too many times
- Include the volunteers in planning and encourage their suggestions
- Prepare for the volunteers before they arrive and provide the right tools and training
- Show a genuine interest in the volunteers, and they'll show a genuine interest in the school
- Remember personal information about the volunteers
- Be flexible and patient
- Assign the volunteer jobs that will keep them busy, interested, and match their passions
- Assign tasks that will increase the skills and knowledge of the volunteers
- Check each volunteer's job often so it does not become stale
- Increase the volunteer's responsibility by expanding assignments
- Notice signs of fading interest (such as absenteeism), or burn-out early
- Find out why a volunteer may want to quit; try to remedy the school-related reasons
- Give recognition to emphasize their importance and to show your gratitude
- Show appreciation daily instead of relying totally on award ceremonies to thank the volunteers

**WE LOVE
VOLUNTEERS**

VOLUNTEER LEVELS

Four levels with differing qualifications and requirements have been established for volunteers to ensure the safety and security of our students, staff, and other volunteers. The requirements and qualifications increase based on three main factors:

1. Whether the volunteer will have one-on-one contact with students
2. Whether the volunteer will provide one-time or on-going services
3. The expertise required for the position.

The following chart explains the levels and requirements.

Level of Volunteer Activity	Description of Volunteer Type	Requirements
Level I Volunteer	A volunteer assisting with a one-time event that does not have one-on-one contact with a student such as a guest speaker, Book Fair helper, event ticket taker, etc.	<ul style="list-style-type: none"> ● Completed HSSD Volunteer Application/Profile
Level II Volunteer	A volunteer that is involved with on-going activities such as field trips, tutoring with teacher supervision, etc.	<ul style="list-style-type: none"> ● Completed HSSD Volunteer Application/Profile ● Completed Full Background Check
Level III Volunteer	A volunteer that is involved in an activity with one-on-one contact with a student such as a mentor, etc.	<ul style="list-style-type: none"> ● Completed HSSD Volunteer Application ● Completed Full Background Check ● Interview with program supervisor ● Reference checks (at least 2)
Level IV Volunteer	A volunteer that is involved as non-paid coaches or non-paid advisors	<ul style="list-style-type: none"> ● Completed HSSD Non-Paid Coach/Advisor Application ● Completed Full Background Check ● Interview with program supervisor ● Reference checks (at least 2) ● Completion of Bloodborne Pathogen Video

The potential volunteers are informed of these requirements, and the Volunteer Coordinator can answer questions and assist with these processes. Your school office staff is also a great resource. Questions regarding the completion of the criminal background check can be directed to Organizational Development. Helpful contacts and links are provided page 6 of this guide. Once the required steps are completed and approved, the volunteer can be assigned and begin making a positive difference.





SCHOOL CONTACTS

Bay Harbor Elementary: Sally Scheffen 920.662.8802

Forest Glen Elementary: Jennifer Brantner 920.662.7895

Howard Elementary: Dianne Borkovec 920.662.9729

Meadowbrook Elementary: Melissa Martinson 920.662.5040

Suamico Elementary: Cindy Schouten 920.662.9802

Lineville Intermediate (5-6): Shannon Piontek 920.662.7815

Bay View Middle (7-8): Lori Smith 920.662.7969

Bay Port High School: Carrie Yanda 920.662.7023



For general volunteering questions, please contact:

Beth Ashmead, Volunteer Coordinator
920.217.8186

bethashm@hssdschools.org

www.hssdschools.org/volunteerprogram



ONLINE RESOURCES

Website: www.hssdschools.org/volunteerprogram

Facebook: www.facebook.com/HSSDvip

Twitter: @HSSDVIP

Volunteer Login Page: www.myimpactpage.com

Volunteer Login Mobile: www.myimpactpage.mobi

VOLUNTEER APPLICATION PROCESS

OVERVIEW OF PROCESS

- Create a BetterImpact volunteer profile (www.myimpactpage.com)
- Complete a Background Check
- Sign Up for activities/opportunities that interest you.

Howard-Suamico School District Volunteer Involvement Program (VIP) Application Process



1  **Choose to be a VIP volunteer**

There are many ways to volunteer in the Howard-Suamico School District. From mentoring a child to organizing a classroom party, the mission of the Volunteer Involvement Program is to bring schools and community together through authentic, meaningful volunteer opportunities that foster inspired learning and a culture of ongoing service.

2  **Complete an application**

Visit www.hssdschools.org/volunteerprogram and fill out an online application. Detailed instructions are under "forms" located on the orange tab bar. You will also be able to sign up for specific activities/interests within the application.

3  **Application is sent to VIP Coordinator**

Your online volunteer application will automatically be sent to the Volunteer Coordinator. Once received, a background check link will be emailed to you.

4  **Complete background check**

HSSD welcomes all those who wish to volunteer in our schools and presumes that all interested persons are qualified. Volunteer service in our district is a privilege, not a right; therefore, there are certain circumstances which may disqualify a person from serving as a volunteer.

5  **Watch for update**

You will receive notification of your background check in two to four weeks. Please consider applying before the start of the school year to be ready when classes begin. You are eligible to volunteer throughout HSSD once your background check has cleared and you have received a welcome email from the district.

7  **Bring your unique talents, energy, and skills into our schools**

The Howard-Suamico School District is grateful for every volunteer. You are a very important part of our community and we are excited to find a meaningful, mutually beneficial volunteer role for you. We are better together!

6  **Review guidelines and expectations**

You will be asked to review the Volunteer Handbook to help you become familiar with volunteer expectations and policies. HSSD wants to ensure you are comfortable and confident in your volunteer role.

BetterImpact is the volunteer management system the Howard-Suamico School District uses. It allows a volunteer to sign up for activities, track hours, update personal information and receive communications regarding volunteering opportunities. A volunteer's individual profile can be found at MyImpactpage.com after entering his/her username and password.

MYIMPACTPAGE.COM

MyImpactPage.com is the volunteer landing page to find opportunities, sign up for specific volunteer activities, and to check a volunteering schedule. This can be done from a computer or any mobile device. These instructions can also be found in the Volunteer Guidebook.

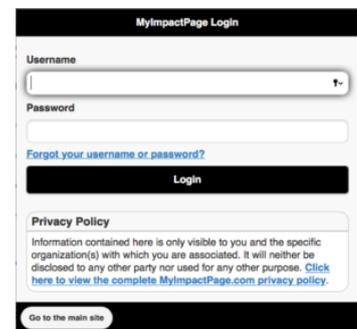
How to Log In from your computer:

1. Open your web browser and type www.myimpactpage.com in the address bar.
2. Type in your Username and Password and click the [Login] button.



How to Log In from your mobile device:

On your phone, tablet, or other mobile device, open your web browser and type MyImpactPage.mobi in the address bar. Type in your Username and Password and click the [Login] button.



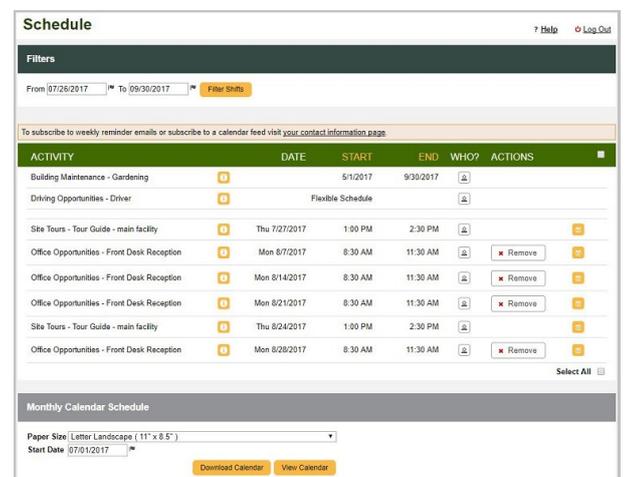
How to sign up for an opportunity:

1. Log on to MyImpactPage.com
2. Click on the OPPORTUNITIES tab.
3. Click on Opportunity List. Opportunities available at the school(s) you are approved at will be listed.



How to see your Schedule:

1. Log on to MyImpactPage.com (if you are not logged in already).
2. Click on the SCHEDULE tab:



VOLUNTEER WEBSITES

Volunteer login (MyImpactPage):
Myimpactpage.com

Volunteer Login (MyImpactPage) mobile:
MyimpactPage.mobi

Timeclock login:
timeclock.MyImpactPage.com

Go to www.betterimpact.com/siteguide for more help and useful tips.



ADMINISTRATIVE POLICIES

There are several policies that provide guidelines and parameters for use of volunteers in the schools. These are also included in the Volunteer Guidebook as an effort to educate our volunteers. Please refer to the following policies located on the District web site or on the District's shared drive (Drive G):

1. SCHOOL DISTRICT OF HOWARD-SUAMICO Administrative Policies

Chapter: Prof. Staff Support Staff
File: 3120.09, 4120.09

VOLUNTEERS:

The District recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional and/or support staff responsible for the conduct of those programs and activities.

The Volunteer Coordinator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not accord with District needs.

The Volunteer Coordinator is to inform each volunteer that s/he:

1. shall agree to abide by all District policies and guidelines while on duty as a volunteer;
2. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, not the person eligible for workers compensation;
3. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
4. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The Volunteer Coordinator shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

While District acknowledges the importance of volunteerism in its school, serving as a volunteer in the District is a privilege. The District will conduct background checks on persons who request to serve as a volunteer with the District (per the determined levels). Background checks will be conducted through appropriate State agencies or other applicable means. The results of the background checks will be reviewed by the Assistant Superintendent of Organizational Development.

The Assistant Superintendent of Organizational Development shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from serving as a volunteer within the district, or may place restrictions on the type of volunteer service the individual may provide.

Parent of students enrolled in the District shall be subject to the same requirements to qualify as volunteers; however, parents deemed not qualified to serve as volunteers will not be prevented from actively participating in their own children's education. The Assistant Superintendent of Organizational Development shall meet with the affected parents to discuss their scope of participation in the programs and events of the District.



VOLUNTEER ELIGIBILITY REQUIREMENTS

Administrator Information Sheet

I. INTRODUCTION

The Howard-Suamico School District appreciates the many volunteers who generously give of their time to make our District a better place for children to learn and grow. Without the assistance of our many volunteers, the educational experience of the children of our district would be considerably lessened. It is vitally important that the environment in which our children learn, and in which our employees and volunteers work, is a safe one. For this reason the District routinely conducts criminal background screenings on its new employees and volunteers. The District welcomes all those who wish to volunteer in our school and presumes that all interested persons are qualified to volunteer. Volunteer service in our District is a privilege, not a right; therefore, there are certain circumstances which may disqualify a person from serving as a volunteer. The following describes some of the criteria which disqualify a person from volunteer service in our District. This is not intended to be an exhaustive list but is illustrative of circumstances and behaviors that will disqualify a person from service as a volunteer in the Howard-Suamico School District.

Please note that different standards, policies and procedures apply to the employment relationship and these criteria are for use exclusively with volunteers.

II. BACKGROUND INFORMATION

- a. Definition of a crime: A crime is conduct which is prohibited by state law and punishable by fine or imprisonment or both. Conduct punishable only by forfeiture is not a crime. (Wis. Stat Sec. 939.12 Crime defined.)
- b. Definition of felony and misdemeanor: A crime punishable by imprisonment in the Wisconsin state prisons is a felony. Every other crime is a misdemeanor.
(Wis. Stat Sec. 939.60 Felony and Misdemeanor defined.)

III. QUALIFICATION - DISQUALIFICATION CRITERIA

A person becomes eligible to volunteer only after the review of their application, the completion of the criminal background screening process, and the approval of his/her volunteer application by the Organizational Development Department. Until such time as Organizational Development has approved the person as a volunteer, the person may not serve as a volunteer in the District. Once approved by Organizational Development, it is the responsibility of the building principal to determine if, and when, the person may serve as a volunteer in that building.

The district reserves the right to reject any volunteer application or disqualify any current volunteer for any reason not prohibited by law or District policy.

Failure to accurately and fully disclose on the volunteer application any requested information, and especially the failure to disclose prior felony arrests or convictions; or the falsification of any requested information, may be grounds for disqualification as a volunteer.



VOLUNTEER ELIGIBILITY REQUIREMENTS

Continued

QUALIFICATION: DISQUALIFICATION CRITERIA

a. Permanent Disqualification

Unless stated otherwise, the following circumstances permanently disqualify an individual from serving as a volunteer in the Howard-Suamico School District.

- i. Felony Conviction - Any prior felony conviction;
- ii. Misdemeanor Convictions - Conviction for:
 1. Any crime, regardless of its nature, against a person under the age of 18 or, if 18 or older, a person who was still enrolled as a student in a K-12 education program at the time the offense was committed;
 2. Sexual assault or sex related offense of any kind;
 3. Battery and/or attempted battery; assault and/or attempted assault;
 4. Theft, fraud, misappropriation of funds (disqualification for a ten (10) year period from date of conviction);
 5. The illegal distribution of a controlled substance;
 6. The illegal possession of a controlled substance;
 7. The illegal use of a controlled substance
 8. The possession of illegal drug paraphernalia;
 9. Distributing alcohol to minors;
 10. Contributing to the delinquency of a minor;
 11. The operation or attempted operation of a motor vehicle (includes watercraft, snowmobiles, ATV's, while under the influence; disqualification for a five (5) year period from the date of conviction);
- iii. A current volunteer shall be disqualified from volunteer service for any reason that would disqualify a person applying to become a volunteer.
- iv. Failure by an applicant or current volunteer to notify the Organizational Development Department of the applicant's/volunteer's arrest or conviction of a crime (See "Arrests and Pending Charges, below).
- v. A person is disqualified from service as a volunteer while on probation or parole or while serving any portion of a criminal sentence, e.g. while serving court ordered community service time, while on work release, etc.
- vi. In addition to the foregoing, the District reserves the right to reject a volunteer applicant or to disqualify a current volunteer if the administration, in its sole discretion, deems it to be in the best interest or welfare of the District to do so.

b. Arrests and Pending Charges - Temporary Disqualification and/or Suspension

If a volunteer applicant is arrested and/or charged with any crime, the processing of their application is automatically suspended pending the final disposition of the charges, without additional notice. If a current volunteer is arrested and/or charged with a crime, that person's service as a volunteer is immediately and automatically suspended without additional notice, pending the final disposition of the charges. It is the obligation of the applicant or current volunteer to notify the Howard-Suamico School District's Organizational Development Department of any arrest, pending criminal charges, or convictions. Failure to do so disqualifies the person from volunteer service regardless of the eventual disposition of the charges.

Following the final disposition of the charges the applicant/volunteer may request a review of their eligibility to serve as a volunteer based upon the application of the criteria set forth in this document. In such circumstances, it is the responsibility of the volunteer or applicant to request the review and to submit documentation to the District that clearly demonstrates the nature of the final disposition of the charges and which also demonstrates their eligibility to serve as a volunteer.



VOLUNTEER ELEGIBILITY REQUIREMENTS

Continued

IV. IMMEDIATE SUSPENSION

In addition to the foregoing, Administrators, the Volunteer Coordinator, and teachers/staff responsible for the supervision of volunteers have the authority to immediately suspend a volunteer if, in their judgment; it is in the best interests and welfare of the District to do so. All such suspensions will be promptly reported to the building principal and to Organizational Development. Organizational Development will review the circumstances and make a decision regarding reinstatement, suspension, or disqualification. That decision will be subject to the appeals process described below.

V. APPEAL

If a volunteer application is rejected or suspended, or if a current volunteer is suspended or disqualified, the affected volunteer/applicant may, within ten (10) calendar days of the date of the letter informing them of the rejection or disqualification, submit a written request to the superintendent of schools asking him/her to review the circumstances of the rejection or disqualification. The superintendent's decision regarding the volunteer status of the person is final.

VI. STATUS FOLLOWING DISQUALIFICATION

The decision to reject or suspend a person's volunteer application or to permanently or temporarily disqualify a current volunteer, only affects their volunteer status. Such persons may continue to be present at school activities in the same manner that non-volunteer members of the public are allowed to be present. However, the circumstances which resulted in the denial or loss of volunteer status may also be the basis for a decision made independent of the volunteer process to limit or restrict the person's presence on school grounds, at school activities, or to be around students.

Volunteering is at the very core of being human. No one has made it through life without someone else's help.

HEATHER FRENCH HENRY

