

VOLUNTEER POLICY

The Lafayette Parish School System (LPSS) and its Board encourage and recognize the benefits of community volunteers to the students of LPSS, and to the Lafayette community at large. We respect and encourage the efforts of volunteers who willingly serve the students and staff in our school system.

Purpose of Policy

The purpose of this policy is to assist volunteers in the performance of their support for our schools, while simultaneously placing safeguards that preserve instruction and school safety.

Definition and Benefits

A school volunteer is an individual or organization who performs a service within LPSS without compensation and who serves under the immediate supervision and direction of the staff at the district level and the staff of the school to which he/she is assigned. Volunteers serve without benefit of any type accorded to school employees.

Levels of Volunteer Activities

Volunteers are identified by levels of security related directly to the nature and extent of contact they have with students.

Level 1: Volunteer with little or no direct student contact is a Level 1 volunteer. In this case, the volunteer activity is defined as an activity

- That takes place with supervision, in a public setting, and involves little or no student contact;
- That always takes place in a public setting;
- That staff and other adults can enter and observe at any time;
- That consists of no solitary time with students; and
- That is within the continuous, unbroken view of school staff.

Examples of a Level 1 volunteer include, but are not limited to, a “read aloud” volunteer, a school speaker, and/or an Advisory Committee Member.

The following are required of all Level 1 volunteers:

- Obtain principal’s permission
- Sign in at the school office
- Wear identifying badge at all times

Level 2: Volunteer with supervised minimal limited student contact. In this case, the volunteer activity is defined as an activity

- That takes place in a classroom or other group setting;
- That staff and other adults can enter and observe at any time;
- That consists of no solitary time with a student; and
- That is within the continuous, unbroken view of school staff or other adults; however, the ability of the staff to monitor is limited by other responsibilities.

Examples of a Level 2 volunteer include, but are not limited to, adults dining with students, room parents, individuals working with small groups or a whole class under the teacher's constant supervision, and lunch helpers.

The following are required of all Level 2 volunteers:

- Obtain principal's permission
- Sign in at the school office
- Wear identifying badge at all times

Level 3: Volunteer with supervised direct student contact. In this case, the volunteer activity is defined as an activity

- That involves direct student contact with limited staff supervision;
- That takes place in a classroom or other group setting; and
- That may be outside of the school staff's view for brief periods.

Examples of a Level 3 volunteer include, but are not limited to, before- or after-school tutors or mentors, "room mothers" who sit with a group of students while the teacher leaves the room; internship volunteers and/or athletic assistants.

The following are required of all Level 3 volunteers:

- Completed Volunteer Application with all requested demographic information provided, completed Form I-9, and a consent to fingerprinting and criminal background check in the LPSS Human Resources Department, 113 Chaplin Drive, Lafayette;
- Obtain the principal's permission
- Sign in at the school office
- Wear identifying badge at all times

Volunteers at Levels 1 and 2 are welcomed to meet the requirements of Level 3 should they wish to do so. Level 3 volunteers must undergo the background check every three years.

Adopted: 06/02/2010