

**TITLE: VOLUNTEERS**

1. General. The Superintendent shall develop and publish an Administrative Regulation relating to the selection, approval and supervision of school volunteers. Any school volunteer that will be present in the schools and in contact with students shall be submitted to the Board for approval. The Administrative Regulation shall include a volunteer application form that includes mandatory reporting of prior arrests or convictions of any offense that involves misconduct toward a minor. Any person who fails or refuses to complete this portion of the volunteer application form shall not be permitted to serve as a volunteer.

2. Receipt and Dissemination of Sex Offender Registry Information. Once notified that a registered sex offender resides in the school district, the Superintendent shall notify the Principals and determine which central office and other school employees should be provided the registry information. The Principal of each school shall determine which employees assigned to the school should be provided the information. Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to: school bus drivers; employees responsible for visitor registration; employees responsible for bus duty; security staff; coaches; playground supervisors; and, maintenance personnel. When registry information is disseminated by the Superintendent, it shall include a notice that such information should not be improperly shared with others and may only be used for the purposes discussed below. Employees who improperly publish registry information shall be subject to disciplinary action.

3. School Volunteers. Each staff member shall submit to the Principal the name and address of each potential volunteer whose presence will involve contact with students. The Principal shall determine whether the volunteer's name appears on the registry information that has been supplied by the Superintendent. The Principal shall notify the Superintendent of any potential volunteer who is identified as a registered sex offender. The Superintendent shall provide written notice to the offender that he or she may not be on school property without prior written authorization. The Superintendent shall also inform the Principal and employees that the individual may not be used as a volunteer.

4. Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**Legal Authority:** West Virginia Code §§18-5-45 and 18A-5-2

**Board Adoption:** July 21, 2014