



Book	BYLAWS AND POLICIES
Section	3000 CERTIFIED STAFF
Title	VOLUNTEERS
Number.	3120.09
Status	Active
Adopted	November 17, 2020

### **1) General**

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of Edison School of the Arts and its students make a significant contribution to student success. Edison School of the Arts encourages the constructive participation of groups and individuals in our schools to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. Whenever possible, community volunteers should be recruited from the neighborhood served by the school and the families of the children within the school itself.

### **2) Administrator Approval**

In every case, volunteers must be approved by the school administrator, and shall work within the guidelines established by the school administrator and under the direct supervision of teachers or other members of the school staff designated by the school administrator. Recruitment, utilization, coordination, and training of volunteers is the responsibility of the school.

### **3) Criminal History Checks**

It is the policy of Edison School of the Arts to require a criminal

background check for volunteers who will sustain direct contact with students or serve as representatives of the schools. Such positions include volunteer coaches, unpaid club sponsors, unsupervised overnight chaperones volunteers who are responsible for large sums of moneys collected on behalf of the organizations and schools, student teachers, and unpaid interns with student contact assignments. At the discretion of the Executive Director/CEO, other volunteers may be fingerprinted upon receipt of a written request from a building principal stating the reason for conducting a background check.