

COVENTRY PUBLIC SCHOOLS  
COVENTRY, RI  
SCHOOL VOLUNTEERS

**PURPOSE:**

This policy shall serve to establish School Committee policy, guidelines, procedures and expectations to govern the involvement of adult volunteers working within the educational environment of Coventry Public Schools.

**PHILOSOPHY:**

The Coventry School Committee recognizes the inherent value and benefit of the presence of qualified and authorized volunteers working in the school environment to assist teachers in strengthening the learning experiences of students in the various activities of their daily school participation. The Committee further acknowledges the rich and varying resources, special knowledge and particular talents that parents, community members and students have to contribute to the educational program and school community, and in so doing, encourages school personnel to capitalize on the availability of these resources.

In support of this belief, the School Committee sets forth the following policy statement.

**POLICY STATEMENT:**

Principals in Coventry Public Schools will oversee and administer the use of volunteers within their building for educational enhancement and enrichment.

The Parent Teacher Association in each school provides volunteers in the areas of social programming, fund development, fund support, and overall school community support.

A volunteer shall be defined as a person who works on an occasional or regular basis at a school site to support the efforts of professional personnel. Volunteers serve in that capacity without compensation or employee benefit of any type.

As a school system, the security and safety of all children is a primary concern. It is for this reason that Coventry Public Schools requires all volunteers (parent, relative, community member) wishing to volunteer in any capacity within the schools must complete the forms required to receive a State BCI check. Coventry Public Schools will pay the \$5 fee. The BCI will stay on record during the time your child remains at the school. New BCI checks will be required when students, and volunteer, moves to another school. The paperwork to receive a BCI will be filled out at the new school.

***Note: Approved volunteer lists will be shared with other schools. If you have students in multiple schools, only one BCI is required during that school year.***

Volunteers shall adhere to rules and district protocol for confidentiality as well as all other rules and regulations observed by the District. Volunteers shall not discuss students/school related issues in the outside community, and shall not access confidential information, files or records. Volunteers who violate confidentiality will be barred from further volunteer work.

Volunteers shall agree to indemnify and hold harmless Coventry Public Schools, its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any intentional acts, omissions or negligent acts of the volunteer to the extent that the school District's policy of insurance does not cover the acts or omissions of the volunteer.

Volunteers shall be required to execute a volunteer confidentiality, and liability and indemnification form. Prior to being eligible to serve as a volunteer, the individual shall complete an orientation provided by the Principal or his/her designee and demonstrate an understanding and agreement to comply with such rules, regulations and protocols to the Principal's satisfaction.

Volunteers will be governed by the following:

1. Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel allotment.
2. Volunteers who work with students shall not be used to perform educational functions that are within the bounds of the trained professional educators.
3. Volunteers are expected to comply with all rules and regulations set forth by the District.
4. The spirit of donating service to the District will, in all cases, be accepted gratefully, however, it must be understood that this service must be under the direct control of the Principal and the Superintendent of Schools.
5. Volunteers are assigned by the Principal or his/her designee. Volunteers are not guaranteed in a specific classroom or for a particular activity. Placement will be based on school need, numbers of available volunteers, individual skill set, and/or staff selection.
6. Training may be required prior to volunteer placement.
7. PTA volunteers must have approval of the Principal or his/her designee for all school activities, abide by all policies, rules and procedures, and will be subject to the same background checks stated herein.
8. Volunteers must follow the registration or sign-in policy procedure of buildings where they are a volunteer.
9. Volunteering in the schools is a privilege, not a right. Teachers plan activities around the anticipated presence of a volunteer. Therefore, it is imperative that volunteers take their placement seriously, maintain dependable attendance, and communicate with teachers.

#### **EXCLUSIONS:**

This policy shall not apply to parents observing classrooms or visiting schools, guest speakers, performers, student mentors who are enrolled in Coventry Public Schools, newspaper reporters, vendors for school related items such as rings, yearbooks, etc. provided they are accompanied by school personnel.

#### **VOLUNTEER HANDBOOK:**

Volunteers will be given a volunteer handbook which outlines the duties and responsibilities of a volunteer and also provides a list of opportunities to volunteer in Coventry Public Schools.

Michael L. Convery, Superintendent of Schools  
James H. Erinakes II, Assistant Superintendent  
Susan Lyons, Special Education Director



MaryLou Buonaccorsi, Human Res. Director  
Brian Steverman, Physical Plant Director  
Robin M. Pelletier, Finance Director

## **Instructions for Rhode Island BCI Check School Volunteer/Chaperone**

School clerks will receive all requests for BCI checks and will send the necessary paperwork to Central Office for processing. Schools should keep copies of the release forms and identification as they will not be kept at Central Office. This paperwork that should be sent to CO includes:

- \* A signed and notarized disclaimer/release for information form
- \* A copy of photo identification attached to release, which can be either:
  - State Issued Driver's License,
  - State Issued Identification Card, or
  - Passport

Central office will process BCI requests as follows:

- Check that forms are filled out and match requirements listed above.
- Keep a list of the volunteer's name, school and date.
- The school the request is coming from should be documented immediately because it is not listed on the paperwork.
- Fill out a check request made payable to BCI Attorney General's Office, address listed below, for \$5 for each BCI requested on the check request.
- Check requests will be processed in batches, complying with the twice monthly check requests submitted to the Town.
- Check requests will be organized by school because UCOA numbers are different for each school.
- Added to check requests will be the notarized Disclaimer/Release forms, the copies of the picture identification and a stamped self-addressed envelope back to Central Office, along with an envelope addressed to the attorney general's office listed below.
- When BCI's are returned from the attorney general's office, if BCI is clear, then a copy will be sent to the corresponding school and one will be kept here in an annual file.
- BCI's are good for as long as that volunteer works in that particular school. Example: If a student graduates and the parent decides to volunteer in another school, then that volunteer will need a new BCI.

**Department of Attorney General**  
150 South Main Street Providence, RI 02903  
Providence, RI 02903  
401-274-4400

***Notice: All BCI records are confidential Law-Enforcement Documents. However, these records can be released with proper paperwork, identifications and fee by mail.***

**PLEASE ALLOW 7 BUSINESS DAYS FOR RETURN**

**"Working Together To Improve Our Schools"**

Coventry Public Schools is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, color, sex, race, religion, sexual orientation, national origin, or disability

Michael L. Convery, Superintendent of Schools  
James H. Erinakes II, Assistant Superintendent  
Susan Lyons, Special Education Director

**Coventry Public Schools**  
1675 Flat River Road  
Coventry, RI 02816  
Tel. 401-822-9400 Fax: 401-822-9464  
TTY: 1-800-745-5555

MaryLou Buonaccorsi, Human Res. Director  
Brian Steverman, Physical Plant Director  
Robin M. Pelletier, Finance Director

Name \_\_\_\_\_  
(Print or Type)

Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Disclaimer/Release

I am seeking to volunteer with Coventry Public Schools. I \_\_\_\_\_  
hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the  
State of Rhode Island to make available to Coventry Public Schools any criminal record that the Bureau of  
Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature  
and description, arising from any release of criminal records and requests therefrom, whatsoever against the  
State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and employees of the Attorney  
General's Office in both law and equity which I may now have or in the future may have.

\_\_\_\_\_  
Signature of Applicant

Sworn to before me in the City of \_\_\_\_\_ State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

**NOTE: Copy of photo identification with date of birth must accompany this Disclaimer.**

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