



# Orleans Parish School Board



3520 General De Gaulle Drive, Suite 4058 \* New Orleans, Louisiana \* 70114  
(504) 304-5720 office \* (504) 379-5720 fax

*Chief B.J. Bilbo, Director of Security*

*bj\_bilbo@nops.k12.la.us*

## Procedures for School Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following parameters:

**Qualifications** - Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally. Each person wishing to volunteer at a school will need to fill out a form with their personal data and information, to the Principal or their designee, and will be required to have a police background check conducted. They will also need to be cleared with the National Sex Offenders Data Base.

**Persons Not Allowed Serve as Volunteers.** - No person who is a “**Registered Sex Offender**,” may serve as a volunteer. Every time a new list of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. No person who is a “**Convicted Felon**” may serve as a volunteer; No person who has a “**DWI Arrest**” may serve as a volunteer. Volunteers may obtain waivers for arrests that are NOT of a major offence. This waiver can only be authorized by the Principal, and the Chief of Security. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list, or have them scanned through the sex offender's data base. The Building Principal and or Chief of Security will request that each volunteer submit to a criminal background investigation. If any of their background checks are returned with a statement stating **no convictions**, that person **will** need to speak to the OPSB Director of Security who will ascertain the reasons this person was arrested. The OPSB Director of Security shall contact the Principal, or Administrator to advised them of their status. The volunteer will be informed of their status at the time of speaking with the OPSB Director of Security if they are allowed to serve.

**Recruitment** - School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name, address and other information to the Principal for a background check and approval.



## Orleans Parish School Board

3520 General De Gaulle Drive, Suite 4058 \* New Orleans, Louisiana \* 70114  
(504) 304-5720 office \* (504) 379-5720 fax



*Chief B.J. Bilbo, Director of Security*

*bj\_bilbo@nops.k12.la.us*

**Role** - Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. **Volunteers will not be allowed access to any student confidential, or school records.**

**Selection, Placement, and Supervision** - Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

**Screenings** - Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a school's name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon; the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, and committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, being under the influence of any substance i.e. marijuana, alcohol, illegal drugs, or violating any school rules.

**Training** - Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Parents and community members interested in serving as school volunteers in the Orleans Parish School Board are asked to obtain a volunteer application from the main office of their local school. Any questions related to volunteers should be directed to the school, or the Orleans Parish School Board Department of Security and Investigations, Chief B. J. Bilbo, at 504 – 304 – 5720.