

TO: All Principals
FROM: Peter L. Nero, Assistant Superintendent
RE: **PARENT VOLUNTEER POLICY**
DATE: January 26, 2009
C: Executive Team, School Committee

Over the last three months, School Committee Clerk, Andrea Iannazzi has been chairing a committee which included Frank Lombardi, former School Committee member Donna Taco-Greenaway, administrators and parents. The committee's charge was to develop a Parent Volunteer Policy for Cranston Public Schools. Quite frankly, this Policy is long overdue as we are one of only a few districts in the State not to have a Policy.

The committee members researched existing Policies through the Rhode Island Association of School Committees, the Rhode Island Association of School Principals, and the Rhode Island Association of School Superintendents' Association. During our committee work, we also had members of our insurance company, the Inter-Local Trust, provide advice as well as review our "draft" document.

The draft will be in the entire School Committee's hands at a work session soon and then of course it will go through the various readings as required by Policy. The draft in many regards is closely aligned to our Coaching Policy but also includes additional procedural safeguards. It is the hope of the Committee to involve our Parent-Teacher organizations in the procuring of volunteers and to help expedite the recruitment process. This will be especially true at the beginning of a new school year when teachers are planning field trips and principals are scheduling activities within their schools.

Considering the Policy will be adopted during mid-year, there will be a built-in grace period after it has been passed.

The school and the principal will be the primary "clearing house" for the volunteer application process. The department of Human Resources will be where all the documents will ultimately be stored and the lists of approved volunteers will be disseminated.

The Volunteer Policy includes the following forms with specific information required from the applicant:

- The Volunteer Application
- The Volunteer Disclosure Statement

- The Criminal Identification Waiver Authorization

To simplify this process, the principal will be the gatherer of the information (so to speak) handing out and collecting the Volunteer Application and the Volunteer Disclosure Statement. That information must be returned to the school by the applicant. The school will then send those forms to Human Resources. The Criminal Identification Waiver will be filled out by the applicant and the applicant will then mail it to the Attorney General's office with a stamped self-addressed envelop made out to the Human Resources office. The AG's office will mail the results of the BCI to Human Resources.

Once all the information is received in H.R., the principal will receive official approval in writing from H.R. H.R. will also notify the principal when information is incomplete and/or any further documentation may be necessary.

Once the Cranston Public School Volunteers Policy is approved, we ask if you would please read it carefully. We will have an in-service for all administrators as the draft goes through the approval process. If you have any question or concerns; please direct them to my office or the office of Human Resources.