

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

- All volunteers shall sign in at the school office each time they arrive at the school site.
- Volunteers shall wear an identification badge, sticker or wristband, issued to them in the school office, at all times while on site.
- If volunteering in a capacity where interaction with students is required, volunteers shall submit documentation that provides evidence of them being free from active tuberculosis (TB). Such documentation shall be requested by the principal, who in turn shall maintain the documentation in a file for record keeping.
- Volunteers shall provide updated TB test results once every four (4) years. (If assistance with TB testing is desired, volunteers may pick up an informational handout from the site office, informing them of the available locations and times for such services.)
- Volunteers shall also be fingerprinted for criminal records clearance through the Department of Justice. (Informational handouts explaining the procedures, locations and costs for this procedure shall be available at the site offices.)
- Volunteers who are fingerprinted and have their records checked shall be prevented from volunteering if their records reflect one or more convictions.
- All Department of Justice criminal background checks will be forwarded directly to the Executive Director of Personnel Support Services and shall be treated as confidential information. When the background check is verified, the records received shall be destroyed.
- Volunteers who have been fingerprinted shall notify the Executive Director of Personnel Support Services upon termination of their services to SIATech.

DATE OF ADOPTION BY THE BOARD: 9-20-2011