

[Sample Letter]

[Please remove parenthesized italic print before sending and please add a closing of your choice]

Dear Board Of Education Member,

[You may specifically address them by name- see the district website under the BOARD OF EDUCATION headline for member information]

It has come to my attention that Board Policy 1250, the School Volunteers Policy is currently under review and that certain changes to the policy have been drafted. I thank you for the concern you are showing for the safety of all students in our District, however I do have several concerns that I would like you to consider:

[You may use these bullets as listed, delete ones you do not agree with or add your own concerns]

- When you list SUPERVISING ADMISTRATOR, who are you referring to?
- Will there be consistency in implementation of this policy in ALL the Buildings of the KCSD?
- How are teachers/personnel supposed to watch both Students and Volunteers? Is that not just adding to their work load instead of relieving some of the burden – the purpose of soliciting volunteer help?
- Some of the Tier Example descriptions appear to overlap each other, some clarity may be needed.
- Timing: If these applications need to be reviewed by administration, possibly the BOE and clearance from the state may be necessary, how far in advance must parents apply for activities that may not even be posted.
- Cost: What are the costs involved to process the applications? Will the cost of fingerprinting be covered by the person applying or the School District?
- Number of Current School Volunteers: How many volunteers does this district rely on currently? Have they all filed an application? If not, Will they feel comfortable doing so?
- New Volunteers: How will these requirements be conveyed to the public? Most parents are used to just “volunteering” to go on a Field trip or helping out in the classroom.
- Should volunteer training be provided?

[Some closing should be made to either the email or written/typed letter. You may wish to close with one of these additional comments.]

Thank you fo reading my concerns and I hope your comments during any Board deliberations will reflect them.

[or]

I invite you to contact me at _____ so that we can discuss these concerns further.

Sincerely,