

# Shelby County Board of Education

**6066**

**Issued Date: 06/30/15**

## **STUDENT VOLUNTEERS**

### **I. PURPOSE**

To establish standards for student volunteers.

### **II. SCOPE**

This policy applies to all student volunteer programs/activities and student volunteers, including adult student interns who volunteer within the Shelby County Schools (SCS).

### **III. POLICY STATEMENT**

Shelby County Schools believes that student volunteerism can enhance the lives of volunteers and those they serve. Therefore, SCS supports student volunteerism within the district by SCS and non-SCS students.

### **IV. RESPONSIBILITY**

- A. Student volunteers are responsible for adhering to this policy.
- B. Principals and teachers are responsible for adhering to this policy.
- C. All supervisors of departments/areas engaging student volunteers are responsible for adhering to this policy.
- D. The Superintendent is responsible for ensuring that this policy is followed.

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Legal References:

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Cross References:

1. 4053 Background Check

## **Administrative Rules and Regulations**

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### **Volunteer Programs/Activities**

Volunteer programs /activities may be offered at the district and/or school level and must be sanctioned or approved by the principal or supervisor of the volunteer location. Students performing volunteer services must be under the supervision of a teacher, administrator or other district employee approved by the principal or supervisor. Care should be taken to ensure that student volunteers are not allowed to transport SCS students and are not permitted access to confidential records, including confidential student, employee, or district records.

Organizers of volunteer programs/activities must provide students with volunteer orientation and training that clearly outlines the expectations and learning goals associated with the volunteer experience before students are allowed to render services. Additionally, to maximize the volunteer experience for students and the district, volunteer program organizers should adequately counsel with students to ensure that all volunteers are appropriately matched with the volunteer opportunity. Volunteer activities must enhance the educational experiences of the student and must not negatively interfere with the student's academic or extracurricular schedule.

Teachers may allow volunteer opportunities to count as grades or assignments when appropriate as long as the volunteer opportunities are available in a uniform, fair, equitable, and non-discriminatory manner to all students within the teacher's classroom.

### **Volunteer Eligibility**

1. Shelby County Schools students may volunteer at their schools, other schools, or other locations within the district. Non-SCS students may volunteer at schools and locations within the district through formal district-level or school-level volunteer programs. Non-SCS student volunteers may include students from other school districts or educational entities/programs, including both student interns below eighteen (18) years of age and adult student interns.
2. Students must be accepted into a district and/or school volunteer program or receive approval to volunteer from the supervisor or principal of the volunteer location.
3. Students under the age of eighteen (18) must receive parent permission to volunteer with SCS.
4. Before rendering services, all prospective student volunteers must participate in volunteer orientation and training sanctioned by the principal or supervisor of the

volunteer location that outlines clear expectations and learning goals associated with the volunteer experience.

5. All student volunteers eighteen (18) years of age or older must comply with the District's policy on Background Checks (#4053).

### **Volunteer Monitoring**

By the end of each school year, schools or other district locations utilizing student volunteers must submit to the department responsible for academics a list of all student volunteers that outlines their service with the district.