

SCHOOL VOLUNTEERS

I. PURPOSE

To encourage the participation of volunteers in Shelby County Schools and provide guidance to ensure the safety of students.

II. SCOPE

This policy applies to all volunteers and prospective volunteers in Shelby County Schools.

III. DEFINITION

Volunteer - a person who renders aid, performs a service, or assumes an obligation of his/her own free will and is not paid for services.

IV. POLICY STATEMENT

The Board recognizes the vital role that school volunteers play and views their service as a valuable resource to the District. To this end, the Board encourages the use of school volunteers in order to enhance student learning opportunities and promote parental/community involvement while maintaining safety and security for students and staff.

Background Checks

Individuals under consideration for providing volunteer services may be subject to a background check. The District shall ensure that appropriate background checks are provided in accordance with guidelines established by the Superintendent or his/her designee. Such checks shall be based on the type and frequency of contact with students.

Individuals refusing to submit to a required background check shall be ineligible to serve as volunteers. Willful falsification or omission of required volunteer information will result in ineligibility to serve as a volunteer. Omission of relevant information on required volunteer applicant documents may result in ineligibility to serve as a volunteer.

Approved School Volunteers

Individuals approved to serve as volunteers shall be under the direction of the Principal or program administrator and shall be bound by the standards of conduct applicable to District employees. Approved volunteers who violate this policy or guidelines established by the Superintendent or designee may be removed from their volunteer services and/or prohibited from volunteering within the District.

V. RESPONSIBILITY

- A. Principals and administrators are responsible for coordination and supervision of volunteers.
- B. Principals and administrators are responsible for identifying appropriate tasks for volunteers.
- C. Volunteers are responsible for complying with the requirements of this policy and its administrative rules and regulations and for performing their designated school-related tasks.
- D. The office responsible for parent and community engagement is responsible for coordinating criminal background checks on volunteers.
- E. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

- 1. TCA 37-1-414
- 2. TCA 49-5-413 Applicants for teaching or child care positions

Cross References:

- 1. 0000 Registered Sex Offenders
- 2. 6017 Child Abuse and Child Sexual Abuse
- 3. 0000 Field Trips
- 4. 0000 Background Checks