

## 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. 6059 Registered Sex Offenders
- 2. 6017 Child Abuse and Child Sexual Abuse
- 3. 6004 Field Trips
- 4. 4053 Background Checks

**Shelby County Board of Education**

**Issued Date: 10/28/13**

*Administrative Rules and Regulations*  
**SCHOOL VOLUNTEERS**

To ensure the safety of the District’s students and staff, individuals desiring to serve as school volunteers must adhere to the following procedures. This shall include volunteer services during school and school-sponsored activities.

**A. Volunteer Application**

Each school year, prospective volunteers are required to complete an Online Volunteer Registration Form and may be asked to sign a confidentiality agreement, liability waiver, technology usage agreement, and a Code of Conduct.

**B. Criminal Background Checks/Fingerprinting and Volunteer Service Levels**

In accordance with the policy and administrative rules and regulations on Background Checks (4053), upon completion and submission of the volunteer registration form, criminal background checks/fingerprinting shall be conducted on prospective volunteers based upon the type and frequency of contact with students. Any prospective volunteer who refuses to submit to the required criminal background check and/or supply a fingerprint sample shall be prohibited from providing volunteer services.

1. Level 0: Unscreened Volunteer

Has no direct or extended contact with students and must be *directly* monitored and supervised by school personnel at all times. Examples of unscreened volunteers include speakers, program guests, CEO/Principal for a Day participants, jurors/judges of student competitions, class readers (e.g. Read for the Record), and registration helper.

2. Level I: Chaperone

Has direct but limited contact with students, both during and after school hours and must be monitored and supervised by school personnel. Examples of chaperones include daytime field trips chaperones, test monitors, and parents attending/chaperoning social functions and/or one-time events (e.g. Field Day, Banquets, Dances, Prom, Special Classroom Events).

Background checks for Level I volunteers shall be conducted annually.

3. Level II: Monitored Volunteer

Has direct and/or extended contact with students, both during and after school hours and must be monitored and supervised by school personnel. Examples of monitored volunteers include classroom assistants, school office/cafeteria assistants, daytime field trip chaperones for out-of-town field trips, hall monitors, safety patrol, and health room volunteers.

Background checks for Level II volunteers shall be conducted once every three years.

4. Level III: Unmonitored Volunteer

Has one-to-one direct and/or extended contact with students, both during and after school hours and may interact with students without the presence and direct supervision of district personnel. Examples of unmonitored volunteers include overnight chaperones, athletic assistants or coaches, one-to-one/group tutors, one-to-one/group mentors, afterschool assistants (e.g. Chess team, Dance Team, Band), academic and non-academic club sponsors, and interpreters.

Background checks for Level III volunteers shall be conducted annually. Favorable results of the criminal background check must be made available to the District prior to providing unmonitored volunteer services.

Beginning January 1, 2014, all Level III volunteers must attend a Volunteer Orientation within the first month of their service.

Exceptions

Prospective Level II or III volunteers who have completed a comparable criminal background check within a twelve (12) month period with their job or because of affiliation with another organization may sign a release permitting the entity for which the check was conducted to provide a copy to the District.

The District reserves the right to restrict the number of background screenings per school if it appears that the number of volunteers will exceed available division funding.

### **C. Approval**

Placement of volunteers approved by the District for volunteer service is at the discretion of the Principal.

1. Permission must be obtained from the principal (or designee) to tutor and mentor students and/or to host volunteer-sponsored events/activities that take place at school during school hours.
2. Permission must be obtained from the principal, appropriate supervisor or Parent and Community Engagement staff and from the parent/guardian for volunteers to work with students in SCS-sponsored tutoring and mentoring programs and/or to host SCS-sanctioned events/activities that take place either away from school grounds or during non-school hours.
3. District-sanctioned events/activities, group tutoring, and group mentoring that take place at a school location or an off-site location must be under the supervision of at least two (2) adults (school personnel or volunteers) approved by the principal, the appropriate supervisor, or appropriate Parent and Community Engagement staff.

### **D. General Provisions**

1. All volunteers must be a minimum of 18 years of age.
2. All volunteers, including general volunteers, must sign in and out at their school/site location, present appropriate identification when requested, and wear identification badges when providing their volunteer service.
3. The school principal or administrator must maintain a daily roster of all individuals who enter and leave the school or administrative offices to perform volunteer activity.
4. A school, at its discretion, may require volunteers to complete a general school volunteer application that does not require a criminal background check. This general application shall be maintained only at the school. Completion of a general school volunteer application shall not exempt a prospective volunteer from requirements to complete the Online Volunteer Registration Form (see A).
5. SCS reserves the right to terminate volunteers whose service does not support the goals of volunteerism and reserves the right to refuse the service of volunteers whose service does not support the goals of

volunteerism. Such terminations must be in accordance with established District guidelines. Volunteers terminated from service may appeal in accordance with guidelines established by the District.

6. Volunteers shall maintain professional wholesome relationships with students at all times. Volunteers may not use their authority to take advantage of a student in any way.
7. Volunteers will only communicate with a student outside of school with the explicit permission of the school and the student's parent/guardian. Volunteers shall not communicate with a student by any means (e.g. letter, telephone, text, email, Internet) for reasons that are not directly related to the student's education and that would be deemed unethical, illegal, or immoral. The principal, supervisor, or appropriate District staff has the right to restrict the types of communication between volunteers and students.
8. In addition to formal recognition events, district staff and school staff are encouraged to implement ongoing and regular informal acknowledgement of individuals who provide volunteer services.
9. All volunteers are responsible for their own actions and are not agents of SCS. In the event of legal action taken against a volunteer for actions associated with his/her activities as a volunteer, the Board may, in its sole discretion, furnish legal assistance or representation. SCS has no legal duty whatsoever to defend or indemnify any volunteer for their actions, nor shall these rules and regulations create any expectation of defense or indemnification on the part of any volunteer.