

School Volunteers

Board Policy: CR-5
Adopted: December 10, 2001
Revised: February 09, 2009

I. General Policy Statement

The Haywood County Board of Education recognizes the valuable contributions that school volunteers make to the learning process and educational goals of the school system. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students. These volunteers help in many ways to:

1. Provide individualized education assistance to students
2. Enrich students' curriculum and broaden their awareness and experience
3. Relieve teachers of some non-instructional tasks and duties
4. Reinforces lesson skills as assigned to students
5. Stimulate community interest, concern, and support for the school system
6. Have direct involvement with the educational system and process
7. Strengthen school-community relations through positive participation in the schools

A volunteer is anyone who, with or without compensation, performs a task at the direction of (or) on behalf of the school. Volunteers shall not be considered employees of the school.

A volunteer must be officially accepted and enrolled by the school prior to performance of the task. The Board establishes the following regulations and procedures for the utilization of volunteers.

II. Regulations

- A. The superintendent and his or her designee will be responsible for the implementation and supervision of school volunteer programs.
- B. Schools are required to develop and implement activities for utilizing volunteers in their School Improvement Plans.
- C. All school volunteers are expected to be professional and dependable in their volunteer activities.
- D. School volunteer plans will include the following criteria:
 1. Adequate screening based upon the amount of contact they will have with students
 2. Reasonable supervision of volunteers based at least in part upon the amount of contact they have with students
 3. Adequate training including applicable laws, board policies, administrative procedures and school rules
- E. Persons who are subject to policy A-42, Registered Sex Offenders, must comply with the provisions of that policy.

III. Procedures

A. Screening and Placement

1. The school principal has the primary responsibility and discretion for the screening, approval and non-approval of volunteers.
2. Once teachers' needs for volunteer services are identified, the principal and/or the volunteer coordinator will assign volunteers to specific activities.
3. Volunteers' skills, aptitudes, and wishes must match the needs of the school.
4. Administrators are to review the attached Screening Procedures to determine the appropriate level of screening needed for volunteer roles. School personnel shall consider the position descriptions to ensure that volunteers are appropriately screened. Criminal history checks are required for volunteers who are determined to operate in Level 3.
5. Once the volunteer has been assigned to an activity or general area of responsibility, the volunteer coordinator for the school will keep a record of activities and will forward this information to the Community Schools Coordinator upon request.

B. Orientation and Training

1. Volunteers will receive a general introduction to the school environment and an overview of their role in the organization.
2. Orientation may be in the form of a large group assembly, small group, or conducted one-on-one as necessary.
3. If the school compiles an orientation it may include a handbook, welcome memo, school rules, health and safety policies, school map, school schedule, code of ethics, personnel directory, and helpful hints and tips.
4. The staff at the school will conduct training. However, when requested, specialized training may be arranged by contacting the Community Schools Coordinator. System-wide training sessions will be made available when there is sufficient demand and interest.

C. Identification

All volunteers will be required to wear a "badge" denoting their status within the school setting. The Community Schools Coordinator will provide badges for all volunteers in the Haywood County Schools.

D. Record Keeping

Record keeping is essential for the ongoing evaluation of the volunteer program. The following items of information must be kept at each school.

1. Volunteer Application: Contains basic information name, address, phone number, references, etc.)
2. Volunteer Log Sheet: Volunteers are to sign in before each work activity and before leaving, note the number of hours worked. The volunteer coordinator will tally the number of hours each month and keep this information on file and report upon request.

Legal References: G.S. 115C – 36, -47; 115C, art. 13

Screening Procedures According to Volunteer Role

Teachers, principals and other professionals are expected to use their professional judgment in reviewing the position descriptions and in determining the appropriate level of screening needed for volunteer roles.

Position Description	Screening Tools	Possible Examples
<p>*Note: The examples are for illustration only. Risk factors inherent in each role may differ across schools. School personnel should carefully consider the position descriptions to ensure that volunteers are appropriately screened.</p>		
<p>Level 1 Job takes place in highly public settings under supervision and involves little or no student contact</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Highly public 2. Unrestricted access – Staff or adults can enter and observe at any time 3. No solitary time with student 4. Always within unbroken view of school staff or multiple adults 	<p>+ Volunteer signs in</p>	<p>School fairs Athletic concessions Resource speakers Read-a-Thon Field Day PTA Fundraising activities Clerical duties Field trips</p>
<p>Level 2 Job takes place in classroom under supervision</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Highly public 2. Unrestricted access – Staff or adults can enter and observe at any time 3. No solitary time with student 4. Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors. 	<p>+ Volunteer signs in + Prior dialogue/interaction with school staff or volunteer coordinator in person, in writing or by phone + Registration for non-parent volunteers</p>	<p>Classroom tutors Classroom helpers Proctors – State test</p>
<p>Level 3 Job involves direct contact with students under limited supervision by school staff</p> <p>Descriptors:</p> <ol style="list-style-type: none"> 1. Public setting at school 2. Unrestricted access – staff or adults can enter/observe at any time 3. Could have solitary time with student(s) 4. May be outside of view of school staff or multiple adults for brief periods 5. May involve access to confidential student information 6. Likely to have frequent contact with child over extended period of time 7. May include chaperones, coaches, etc. in any athletic or extra-curricular activity 	<p>+ Volunteer signs in + Task Description + Registration/Application + Interview + Reference checks + Criminal history checks required + Registered Sex Offender check required</p>	<p>Coaching or assisting with sports Working with a group of students in a separate room Sick room volunteer Tutoring 1-on-1 in a separate room Mentoring Field trip – overnight (chaperone when sharing room with students)</p>