

# Cheatham County Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h2 style="margin: 0;">School Volunteers</h2>	Descriptor Code: <b>4.501</b>	Issued Date: <b>11/05/01</b>
		Rescinds: <b>4.601</b>	Issued: <b>08/04/97</b>

- 1 The Board endorses a volunteer program in the schools<sup>1</sup> and authorizes principals to develop a volunteer
- 2 program for each school.
- 3
- 4 All volunteers must be approved by the principal and shall serve under the supervision and direction of
- 5 the professional personnel of the school to which they are assigned. Volunteers shall assist professional
- 6 personnel in the performance of their teaching and administrative responsibilities. They may not teach
- 7 but may reinforce skills taught by the professional staff.
- 8
- 9 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and
- 10 conducting orientation programs and regular in-service training sessions.
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- 12 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in
- 13 the performance of their duties.<sup>2</sup>
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- 15 The principal shall ensure that appropriate recognition of volunteer services is made annually.
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33 Legal References:

- 35 1. TCA 49-6-7001
- 36 2. TCA 29-20-310 (e)

33 Cross Reference:

35 Visitors to the School 1.501

## Cheatham County Board of Education Procedures and Guidelines

Effective Date

4.501p

School Volunteer Approval Procedure

### School Volunteer Approval Procedure

The following procedure applies to use of volunteers at school and for school related activities.. Organizations that have applied for use of facilities must provide the same background check documentation on their employees or participants who will be in contact with students of CCSD.

#### A. Volunteer application/vetting process

1. Occasional volunteer activity in a highly public setting under constant supervision by a CCSD employee with little or no contact with students does not require a volunteer application or a criminal background check. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
  - School fairs, activities, field days, book fairs
  - Occasional classroom visits or speakers
  - School Support Organizations (i.e. PTA, PTO, booster clubs) meetings and fundraising events
  - Athletic Concessions
  - School picture days
2. Regular volunteer activity and volunteer activity with student contact taking place under constant supervision by a CCSD employee requires completion of a volunteer application and a confidentiality agreement acknowledging FERPA requirements. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
  - Class readers
  - Front door reception
  - Front office volunteers
  - Accompanying day field trips when the volunteer is not with students outside the presence of a school employee
3. Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the CCSD Human Resources Department or submission to the Human Resources Department a report detailing the results of a prior fingerprinting within one year of application. The Human Resources Department will also conduct background checks as prescribed under state law through other reporting agencies. The cost of fingerprinting for volunteers must be borne by the volunteers, PTO or booster club.  
Such activities may include:
  - One-on-one tutoring
  - Overnight field trip chaperones
  - Group leaders/chaperones for day field trips outside a school employee's presence
4. Unpaid coaches and volunteers who are to hold positions on the supplemented employment list shall be subject to the supplemented activity employee application process, including but not limited to criminal background check and fingerprinting process.

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- B. Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include but not be limited to the following:
- Appearance on any sex offender registry
  - Conviction of/pleading no contest/pretrial diversion of any felony
  - Conviction of/pleading no contest/pretrial diversion of any misdemeanor that indicates a volunteer may pose a threat to the integrity or safety of the school environment
  - Conviction of/pleading no contest/pretrial diversion of DUI, Reckless Driving, or other related offenses for volunteer drivers
  - A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity or safety of the school environment
  - An administrator's determination that the volunteer's behavior renders that volunteer's participation in the activity to be inappropriate.
- C. Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any arrest. Upon notification, if the volunteer wishes to continue participation as a volunteer, the volunteer's participation shall be reviewed under the standards described in paragraph B, above.
- D. Background checks are valid for two (2) years.

## Cheatham County Board of Education School Volunteer Application and Confidentiality Agreement

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Full names, grades & school of children in a Cheatham County school:

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School Site(s) preferred: \_\_\_\_\_

Duties/Position: \_\_\_\_\_

Signature of school representative verifying ID (Driver's Lic. Or State ID) \_\_\_\_\_

**\*SCHOOL PERSONNEL: MUST MAKE A COPY OF ID AND ATTACH TO APPLICATION\***

Have you ever been:

- |   |                           |                          |
|---|---------------------------|--------------------------|
| 1. Discharged, not-renewed or banned from any volunteer organization?               | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Convicted of any misdemeanor or any felony?                                      | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Convicted of any offense that involves drugs or alcohol?                         | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Presently charged with a crime that is currently pending or not yet adjudicated? | <input type="radio"/> Yes | <input type="radio"/> No |

If the answer to any of the above is "yes," please explain:

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I, the undersigned, certify that the foregoing is true and correct. I understand that I am offering to volunteer with Cheatham County Schools and that they may, at its discretion, decline my offer of volunteer services. In the event my volunteer services require a criminal background check under CCSD procedures, I am responsible for the cost of the check and that I may not be reimbursed for this expense. Further, if I am accepted as a volunteer, I agree to the following:

1. I am volunteering without promise, expectation, or receipt of compensation for my services;
2. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized within the scope of my work and that I will abide by all applicable district & school policies and procedures and with all applicable laws. I will report to the school Principal or to the Principal's supervisor any individual's or entity's activities that I suspect may compromise the confidentiality of student information.
3. I am under the supervision of the school Principal or the Principal's designee.
4. I will immediately notify the school Principal where I volunteer upon being charged with any crime.
5. Any fraudulent application, violation of confidentiality or any violation of the above provisions may result in termination of my status as a CCSD volunteer.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Approval: \_\_\_\_\_

Principal Signature & School

\_\_\_\_\_  
Date