

**VOLUNTEER POLICY – RULES AND PROCEDURES**

I. Introduction

The purpose of this regulation is to set forth the procedures for screening, training and supervision of volunteers within Buncombe County Schools.

II. Procedures

- A. All volunteers are required to complete a BCS Volunteer Application Form.
- B. All volunteers will be held to professional standards for maintaining the confidentiality of student records. The principal/designee will advise volunteers on the issues and importance of confidentiality of student information. Volunteers shall not be granted access to a student’s confidential education record.
- C. Level I Volunteers - No formal screening is required for volunteers who volunteer on a sporadic or occasional basis and who do not have unsupervised contact with students. As a general rule, these volunteers will include individuals who help with PTO/PTA fundraising activities, testing proctors, athletic concession sales, school carnivals and fairs, field trip chaperones (does not include overnight field trips) and volunteers who help with campus beautification projects. These volunteers shall be classified as Level I Volunteers.
- D. Level II Volunteers – A criminal history check shall be conducted for all volunteers who either may have unsupervised contact with students or who volunteer at a school on a consistent and regular basis. “Consistent and regular” for the purpose of this policy is defined to mean volunteering one or more times per week for a majority of the weeks in a school year. As a general rule, these volunteers will include in-class volunteers, reading buddies, athletic coaches, extracurricular coaches (e.g., such as Odyssey of the Mind), after hours tutors, and overnight field trip chaperones. These volunteers also include clerical and office assistants who volunteer on a consistent and regular basis. These volunteers shall be classified as Level II Volunteers.

- E. Duties – The principal/designee shall be responsible for receiving and maintaining the BCS Volunteer Application Form and for assuring that all Level II volunteers undergo training in accordance with paragraph F below. The Principal shall submit a request to the Personnel Department to conduct a criminal history check on all Level II Volunteers.
- F. Training – Level II Volunteers are required to undergo volunteer training that addresses professionalism, appropriate and ethical behavior with students and confidentiality issues, at a minimum. Volunteer training is not required for Level I Volunteers but a principal may require a volunteer to undergo training at his/her discretion.
- G. Volunteers must register in the school office at the beginning of each school visit. Volunteers shall wear a name tag while in the building.
- H. Outside Agencies – If volunteers are referred or employed by outside agencies, such as Big Brothers/Big Sisters or Rotary Clubs International, and the agency performs a criminal history check on all of its members, it will not be necessary for the school system to perform its own criminal history check. The school system must obtain written verification from the outside agency verifying that a criminal history check has been performed and that the results were acceptable.
- I. Criminal History Check – Criminal history checks for the purpose of this policy shall consist of, at a minimum, a review of the North Carolina criminal records database maintained by the Administrative Offices of the Court. It shall also consist of a review of applicable public sex offender registries. The review of a criminal history record and decision on whether the applicant is eligible to serve as a volunteer shall be in accordance with Policy # 747 and regulations.
- J. Break in Service – A Level II Volunteer who has not volunteered for one calendar year shall be subject to a new criminal history check. A former BCS employee who has had a break in service of one calendar year or more shall also be subject to a new criminal history check in order to be eligible to volunteer.