

Braxton County Board of Education
Volunteer Policy 5410

General.

Legal Authority: WV Code 6B-2-5; WV Code 62-12-26 (c)

Effective Date: March 8, 2023

Last Revised: 6/11/2012

Purpose:

Braxton County Schools is committed to ensuring collaborative partnerships that support students and families while fostering communication and strengthening family engagement within the schools. The Braxton County Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and programs and encourages volunteer participation.

The superintendent or designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. Volunteering in the district is a privilege, not a right. The district will conduct screenings and require background checks before any volunteer is placed in a school. The district reserves the right to decline any volunteer application for any legal reason. All information collected on volunteers will be considered confidential to the extent permissible by law. Although volunteers will provide support services, they are not substitutes for professional personnel and will work under the direction and supervision of district staff.

Pursuant to State law, any person who has been found guilty of sexual assault in the first degree or sexual abuse in the first degree are prohibited from supervising or being responsible for supervising groups of children, including, but not limited to religious organizations, Boy Scouts, Girl Scouts, 4-H organizations, sporting and scholastic teams, music, sporting, and theatre groups and camps, and summer day camps pursuant to State law.

If a volunteer engages in behavior that is in violation of policies and procedures, or that jeopardizes the health and safety of students and staff, the superintendent shall discontinue the services by the volunteer.

Volunteer activities may include activities such as assisting with field trips and school/classroom events. The superintendent, designee, or principal shall inform each volunteer that s/he:

- is required to abide by all board policies and county guidelines while on duty as a volunteer;
- will be covered under the county's liability policy, but the county cannot provide any type of health insurance to cover illness or accident incurred while service as a volunteer, nor is the person eligible for workers' compensation;
- must abide by and comply with the provisions of West Virginia Code 6B-2-5 regarding the required ethical conduct of public officials, employees, and volunteers.

Requirements:

- Complete volunteer application annually.
- Complete an annual background check at applicant's expense.
- Provide narrative to superintendent if applicant has a misdemeanor.
- Be approved through the board of education.
- Complete free, online food handlers card test through the county health department, if needed for school activities that may involve food handling.
- Complete volunteer training annually, which includes mandated reporting, Family Educational Rights and Privacy Act, social media, and cell phone usage policies.
- Abide by all board policies and procedures while volunteering, including following sign-in and sign-out procedures for each school.

School Volunteers Application Process:

- Obtain an application from the school and submit application to building principal.
- Principal shall review application and initiate background check, including determining if applicant's name appears on the sexual offender registry list supplied by the superintendent or designee.
- The principal shall submit the name of a volunteer applicant who successfully completes the application process and recommend him/her for approval to the superintendent; and/or submit the name of any applicant who did not meet the screening criteria to the superintendent.
- Volunteer applicants who are approved through the building principal and the superintendent will be recommended to the board of education for final approval and will receive written notice of their status.

Current Braxton County School employees are exempt from this process; however, those Braxton County School employees in non-supervisory positions shall be required to attend the volunteer training.

All approved volunteers must observe the following rules:

- Must follow code of conduct and related state, district, school policies.
- Must not transport students.
- Must abide by confidentiality laws and policies.
- Must not photograph or record students or share photographs or videos of students on personal electronic devices or social media pages.
- Must not have improper relations with students, engage in unethical or illegal contact with students, or engage in harassment or bullying of students.
- Must not engage in lewd, obscene, or violent language or behaviors.
- Must not provide personal / hygiene assistance or supply medication to students.
- Must not conduct any search of any student or student property.
- Must not discipline students.
- Must follow school's procedures for entering/leaving school building.
- Must report conduct, abuse, or neglect issues of students to the principal.

- Must follow all student health and safety policies, procedures, and rules under the supervision of school personnel.

Braxton County Schools
Volunteer Application

School Year _____

Date _____

Volunteer Location (School) _____

Volunteer's Name _____

Address _____

Phone # _____

I was trying to format all the blank lines starting one under the other. It just looks sharper that way.

Have you ever been arrested or convicted of a felony or misdemeanor? ____ Yes ____ No

If yes, please provide statement below:

Reference (please do not list a relative)

Name: _____ Phone # _____

Address: _____

Emergency Contact:

Name: _____ Phone # _____

I certify that all the information on this application is true and correct. I grant permission to the Braxton County Board of Education to conduct any and all background checks to determine what is necessary. The cost of the background check is my responsibility. I acknowledge receipt of the county policy on volunteering and agree to all policies and procedure of the Braxton County School System. I certify that I have not been arrested or convicted of a misdemeanor that involves any offense against a minor.

Volunteer's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

The Braxton County Board of Education does not discriminate on the basis of sex, race, color, religion, age, disability, or national origin in employment and in the administration of any of its educational programs and activities.