

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 must have an application on file and be approved by the school principal.
- 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 – All volunteers must fill out an online application through Volunteer Tracker. Through this online program, a data base is available to the principal/designee for all volunteers assigned to their school.
- F. Volunteers must register in the school office at the beginning of each school visit. Volunteers shall wear a name tag while in the building.

- G. Non-Faculty Athletic Coaches – All athletic coaching positions are considered Level II. All paid or non-paid, non-faculty, volunteer coaches are required to fill out a background check application in Volunteer Tracker. All non-faculty coaches will be required to renew their background check application yearly in Volunteer Tracker if they wish to continue to coach from one year to the next.
- 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 – Buncombe County Schools shall conduct a criminal history check on all Level II volunteers in accordance with Policy 7100.
- J. Break in Service – All volunteers will be required to update their online information each year if they wish to continue to volunteer.

Replaces Administrative Regulation 314

History of 314R

Adopted-April 7, 2011

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