

## Board Policy 2020 - School Volunteers

The following are regulations and procedures developed to support school volunteers.

- 1.0 Persons who volunteer in schools will be asked to select the Tier of volunteer activities in which they are interested. The Tier of volunteer activity chosen determines the level of screening and information requested. The following are examples of volunteer activities. School personnel should carefully consider the position descriptions to ensure that volunteers are appropriately screened.

Tier 1: Volunteer activity takes place in highly public settings under supervision and involves little or no student contact. Does not require completion of a volunteer application or a criminal record check. Procedures are established by Principals on site.

- School fairs
- Athletic concessions
- Field Day
- Book Fairs
- Read-a-Thon
- Resource Speakers
- PTA Fundraising events
- Beautification Days
- PTA meetings

Tier 2: Volunteer activity takes place in a classroom or other group setting and is supervised by school staff. Requires completion of a volunteer application. Does not require a criminal record check.

- Classroom helpers
- Media center helpers
- Classroom tutors
- Clerical helpers
- Test proctor
- Room parent

Tier 3: Volunteer activity involves direct or unsupervised contact with student(s) on or off campus. Requires completion of a volunteer application and a criminal record check. Individuals assigned by the school principal who have completed a volunteer application and a criminal record check are permitted to be transported on a yellow school bus or activity bus on school field trips.

- One-on-one tutoring
- Club sponsor
- Field Trip chaperone
- Health room assistant
- School dance chaperone

- Any volunteer activity that may involve access to confidential student information
- Graduation Project Mentors
- Overnight field trip chaperones
- Extended out-of-school activities
- Job shadowing

Note: Individuals volunteering as coaches are processed through the Athletics' office. Community Support Workers are processed through Exceptional Children's office.

- 2.0 Criminal background checks shall be required of all volunteers working individually with students under limited or no supervision by other staff (Tier 3 activities) in programs that are sponsored or co-sponsored by the Durham Public School System, that receive funding from the school system, or that collaborate with the school system. Tier 3 volunteer records will be subject to review and monitoring for updated information regarding eligibility.
- 3.0 Volunteers whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students will be denied participation in Level 3 activities. Conditions for rejecting a volunteer's participation in Level 3 activities may include but not be limited to the following:
- Conviction of or Plea of No Contest to any felony.
  - Conviction of or Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the integrity or safety of the school environment.
  - More than one DWI
  - A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- If the Durham Public Schools System learns that an individual is a registered sex offender, this individual will be barred from volunteering at all four levels.
- 4.0 All volunteers shall sign in when arriving on campus, shall wear a school-developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign out when departing the campus.
- 5.0 Schools shall keep a record of the number of volunteers and volunteer hours assisting the school each year and report these figures to the Volunteer Services Coordinator.
- 6.0 Volunteers are not permitted to transport students to school sponsored events.

- 7.0 Special training for tutoring and mentoring or other volunteer activities that require special skills may be required. Volunteers should understand the expectations of the school program, the issue of confidentiality, and any special procedures required by a particular school.
- 8.0 The Board of Education maintains comprehensive general liability insurance which covers the Board, system employees, and school volunteers for liability incurred in the performance of their assigned duties. The Board also maintains Adult School Volunteer Accident Insurance coverage for approved volunteers. This school volunteer accident policy provides various limits of coverage.
- 9.0 Prior to denial of participation in Level 3 activities a volunteer applicant will be notified of the tentative decision to deny access or clearance and the reasons therefore. The applicant shall be given thirty days to provide any corrections to the information used to make the determination or to provide extenuating data.
- 10.0 A volunteer who is deemed to be a threat to the security of a school can be barred from the campus by the Superintendent or the school principal even if the volunteer has a clear criminal background check.