

# Williamson County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>School Volunteers</b>	Descriptor Code: <b>4.501</b>	Issued Date:
		Rescinds: <b>4.501</b>	Issued: <b>06/03/14</b>

- 1 All volunteers must be approved by the principal and shall serve under the supervision and direction of  
2 the professional personnel of the school to which they are assigned. Volunteers shall assist professional  
3 personnel in the performance of their teaching and administrative responsibilities. They may not teach,  
4 but they may reinforce skills taught by the professional staff. In all cases, a responsible employee shall  
5 retain the final authority over students, school programs, and services.
- 6 The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and  
7 conducting orientation programs and regular in-service training sessions.
- 8 While serving as a volunteer, no individual shall have access to any student's confidential medical or  
9 educational records, including but not limited to doctors' notes, report cards, attendance records,  
10 discipline records, and cumulative student records.
- 11 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage  
12 in the performance of their duties.<sup>1</sup>
- 13 The Superintendent of Schools shall develop procedures to require the appropriate background checks  
14 for volunteers.<sup>2</sup>

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#### Legal References

1. TCA 29-20-310(e)
2. Public Acts of 2018, Chapter No. 1006

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#### Cross References

Visitors to the School 1.501  
Background Investigations 5.118