

# Williamson County Board of Education Procedures and Guidelines

Effective Date  
3/15/10

4.501p

School Volunteer Approval Procedure

## School Volunteer Approval Procedure

The following procedure applies to use of volunteers at school and for school related activities. Any community use of school facilities under Board Policy 3.206 shall not be governed by this procedure.

### A. Volunteer application/vetting process

1. Occasional volunteer activity in a highly public setting under constant supervision by a WCS employee with little or no contact with students does not require a volunteer application or a criminal background check. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
  - School fairs, field days, book fairs
  - Occasional classroom visits or speakers
  - PTA/PTO meetings and fundraising events
  - Athletic Concessions
2. Regular volunteer activity and volunteer activity with student contact taking place under constant supervision by a WCS employee requires completion of a volunteer application and a confidentiality agreement acknowledging FERPA requirements. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
  - Room Parents
  - Class readers
  - Front door reception
  - Front office volunteers
  - Accompanying day field trips when the volunteer is not with students outside the presence of a school employee
3. Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the WCS Human Resources Department or submission to the Human Resources Department a report detailing the results of a prior fingerprinting. The Human Resources Department will also conduct background checks as prescribed under state law through other reporting agencies. The cost of fingerprinting for volunteers must be borne by the volunteers, PTO or booster club. Each school is responsible for collecting fingerprinting fees from these individuals and/or entities and reimbursing Williamson County Schools through the Human Resources Offices. Such activities may include:
  - One-on-one tutoring
  - Overnight field trip chaperones
  - Group leaders/chaperones for day field trips outside a school employee's presence
4. Unpaid coaches and volunteers who are to hold positions on the supplemented employment list shall be subject to the supplemented activity employee application process, including but not limited to criminal background check and fingerprinting process.

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- B. Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to safety or well-being of students will be denied participation in volunteer activities involving students. Conditions for denial may include but not be limited to the following:
- Appearance on any sex offender registry
  - Conviction of/pleading no contest/pretrial diversion of any felony
  - Conviction of/pleading no contest/pretrial diversion of any misdemeanor that indicates a volunteer may pose a threat to the integrity or safety of the school environment
  - Conviction of/pleading no contest/pretrial diversion of DUI, Reckless Driving, or other related offenses for volunteer drivers
  - A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity or safety of the school environment
  - An administrator's determination that the volunteer's behavior renders that volunteer's participation in the activity to be inappropriate.
- C. Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any arrest. Upon notification, if the volunteer wishes to continue participation as a volunteer, the volunteer's participation shall be reviewed under the standards described in paragraph B, above.