

# Chatham County Schools Volunteer Handbook

*Guidelines and Expectations for Serving as a Volunteer*



**CHATHAM**  
COUNTY SCHOOLS

P.O. Box 128, 369 West Street Pittsboro, North Carolina 27312 919-542-3626

*Chatham County Schools appreciates the use of information in this handbook from the Lake Washington School District*

## Expectations and Guidelines for Volunteering

Thank you for your interest in serving as a Chatham County Schools (CCS) volunteer! Our schools depend on volunteers and value their contributions. Your willingness to serve the students and staff of the district is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through CCS must take place only with students under the direction of a school system employee and on the school campus during school hours or at other authorized school activities.

## You Are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students benefit from individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

### Goals:

- Enrich students' learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Relieve teachers of some non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

### Working closely with the classroom teacher and school staff includes:

- Following the direction of school staff members
- Accepting direction and suggestions from teachers
- Respecting the privacy of teachers and students by not discussing school matters away from the classroom
- Understanding that evaluation of a student's learning can only be done by the teacher
- Committing to working in a classroom to support and improve education for all students
- Seeking help from the teacher when additional information or instruction is needed
- Acknowledging that teachers are responsible for discipline in the classroom
- Referring to the classroom teacher or regular school staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature

### Enjoy working with students by:

- Finding ways to establish a good rapport with students
- Providing help and assistance without doing the work for students
- Showing a genuine interest in each student
- Accepting each student and encouraging the best from him or her
- Using patience and kindness

Sometimes a volunteer placement may not be a fit for the volunteer, the teacher, or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. Depending on the circumstances, you may request a different placement if you wish to continue volunteering.

## Volunteer Expectations

Volunteers are expected to:

- Obtain district approval to volunteer and fulfill training requirements prior to beginning service
- Sign in and out at the office and always wear an ID badge while on school grounds
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with school staff only
- Communicate with the school in advance if you cannot honor your scheduled volunteer time
- Refrain from bringing non-school age children with you during your volunteer hours
- Silence your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus
- Follow all requirements of Chatham County Schools Board Policy relating to volunteers, including [CCS Board Policy 5015: School Volunteers](#) and [5015-R](#) (This policy can be located under “Important School District Policies” at the end of this handbook)

### Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed in violation of the law
- No drugs or alcohol allowed
- Use of school equipment for personal purposes is not allowed

### Maintain Student Confidentiality

Volunteers are expected and required to keep all student information obtained while working as a volunteer for the district confidential. In fact, federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. During their volunteer activities, volunteers cannot take photos of students, other than their own children, and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. Therefore, volunteers must adhere to the following expectations:

- Do not discuss students or their progress with others –even their parents. If parents ask about their student’s progress, suggest in a friendly way that they contact the teacher.
- Do not make references to individual student abilities in front of other students.
- The only person who should be told about a student’s work is their teacher.

### Community Service Hours

Chatham County Schools strives to identify volunteer opportunities that are mutually beneficial to both the volunteer and the students in our schools. We understand that people need community service hours for a variety of reasons, and ask that volunteers work with their direct supervisors at the school to arrange for signatures that confirm hours worked. However, the district cannot allow volunteers to complete court-ordered community service hours through our schools.

## Harassment at School/Human Dignity

The Chatham County School District Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold all components of [CCS Board Policy 1710.4021/7230: Prohibition Against Discrimination, Harassment, and Bullying](#). The district asks that you review the policy in detail prior to volunteering. This policy can be located under “Important School District Policies” at the end of this handbook. Volunteers who are determined to be in violation of the policy will be restricted from school property and activities, as appropriate.

## Volunteer Opportunities

Volunteers can help in a variety of ways throughout the school. Examples of possible areas of service include, but may not be limited to:

- classroom activities
- special school events/projects
- celebrations
- dances
- after-school programs
- field trips

*Please note that there is a separate approval process for individuals who wish to serve as a volunteer athletic coach. Contact the school’s Athletic Director for specific information.*

Each school also has a PTA organization that can always use extra volunteers for its programs. Contact your school PTA for more information.

## Important Guidelines

### Safe Interaction with Students

The school board expects that all staff and volunteers will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly and conducive to learning.

### General Guidelines for Safe Interaction with Students:

All interactions with students should be professional and focused on teaching and learning. These guidelines protect both the student and the volunteer.

Do not:

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Engage students you meet through volunteering in your personal life matters (ie, providing childcare for a student or asking a student to baby-sit for your family)
- Engage in Social Networking with students via Facebook, Instagram, Snapchat, Vine, Twitter, or any other social networking website to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries
- Say or write things to a student that you would not share with the student’s parents, district/school administrators, or the teacher with whom you are working

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual
- Make any discriminatory comments regarding race, religion, ethnic background
- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

#### Working Alone with Students at School

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

#### Gifts

In general, giving gifts to students is not encouraged. If gifts are provided they should be:

- Of nominal value
- Identical for all students in the class
- Approved by the teacher or administrator in charge of the program

#### Physical Contact with Students

It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate. Volunteers should refrain from any physical contact with students that is not required to maintain their safety.

#### Extracurricular and Enrichment Activities

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of CCS or its PTA/PTSA partners and comply with all applicable rules and regulations.

#### Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, school counselor or staff member who is supervising your volunteer activities. Furthermore, any time you believe a student to be in danger of physical harm, you must report it immediately to the staff member who is supervising your volunteer activities.

#### Volunteering is a Privilege

Volunteering is a privilege, not a right. All volunteers serve at the sole discretion of the building principal, volunteer coordinator or teacher. Permission to volunteer in a school may be revoked at any time by the building principal or district administration.

## Important School District Policies

### **Policy Code: 1710/4021/7230 Prohibition Against Discrimination, Harassment, and Bullying**

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability, or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities or programs.

#### A. PROHIBITED BEHAVIORS AND CONSEQUENCES

##### 1. Discrimination, Harassment, and Bullying

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment, and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with [policy 5020](#), Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide, or school system-wide response is necessary. Such classroom, school-wide, or school system-wide responses may include staff training, harassment and bullying prevention programs, and other measures deemed appropriate by the superintendent to address the behavior.

##### 2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

## B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment, and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors, and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

## C. DEFINITIONS

For purposes of this policy, the following definitions apply:

### 1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, or disability. Discrimination may be intentional or unintentional.

### 2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through

pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- 3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving sexual activity or language,



may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

#### D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with [policy 1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

#### E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment, and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the board will provide additional training for students, employees, and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment, and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment, or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment, or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones, and on the Internet.

#### F. NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in [policy 1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and [policy 1720/4015/7225](#) to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

## G. COORDINATORS

The superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act, and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

### 1. Title IX Coordinator

Name: Assistant Superintendent for Human Resources  
Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312  
Phone Number: 919-542-3626

### 2. Section 504 Coordinator

Name: Executive Director for Student Services and Support Programs  
Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312  
Phone Number: 919-542-3626

### 3. ADA Coordinator

Name: Assistant Superintendent for Human Resources  
Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312  
Phone Number: 919-542-3626

### 4. Age Discrimination Coordinator

Name: Assistant Superintendent for Human Resources  
Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312  
Phone Number: 919-542-3626

### 5. Coordinator for Other Non-discrimination Laws

Name: Assistant Superintendent for Human Resources  
Office Address: 369 West Street/P.O. Box 128, Pittsboro, NC 27312  
Phone Number: 919-542-3626

## H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment, or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment, and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment, or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

## I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment, and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#), [34 C.F.R. pt. 110](#); Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights

Act of 1964, [42 U.S.C. 2000d](#) et seq., [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e](#) et seq., [29 C.F.R. pt. 1604](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681](#) et seq., [34 C.F.R. pt. 106](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); [G.S. 115C-335.5](#), [-407.15 through -407.18](#); [126-16](#); State Board of Education Policy [SSCH-000](#)

Cross References: Discrimination, Harassment, and Bullying Complaint Procedure ([policy 1720/4015/7225](#)), Nondiscrimination on the Basis of Disabilities ([policy 1730/4022/7231](#)), Prohibition Against Retaliation ([policy 1760/7280](#)), Equal Educational Opportunities ([policy 4001](#)), School Plan for Management of Student Behavior ([policy 4302](#)), Visitors to the Schools ([policy 5020](#)), Community Use of Facilities ([policy 5030](#)), Recruitment and Selection of Personnel ([policy 7100](#)), Professional Employees: Demotion and Dismissal ([policy 7930](#)), Classified Personnel: Suspension and Dismissal ([policy 7940](#))

Adopted: January 12, 2015

Revised: December 12, 2016; December 11, 2017

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## **Policy Code: 5015 School Volunteers**

The board recognizes the valuable contributions that school volunteers can make to the learning process and educational goals of the school district. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students. These volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children.

Schools will notify parents of their right to take four hours of paid leave from their jobs every year in order to volunteer in the schools as stated in [G.S. 95-28.3](#).

The board encourages schools to develop and implement plans for the use of school volunteers. The superintendent and his or her designees will be responsible for the implementation and supervision of school volunteer programs. School volunteer programs must provide the following:

- adequate screening of volunteers based upon the amount of contact they will have with students;
- direct supervision of volunteers by school personnel, in particular volunteers who are in contact with students.; and

- adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.

All school volunteers will be expected to be professional and dependable in their volunteer activities.

Appropriate recognition of volunteer services will be made annually.

Legal References: [G.S. 115C-36, -47](#); [115C, art. 13](#)

Cross References: Parental Involvement (policy [1310/4002](#)), Participation in Research Projects (policy [5230](#))

Adopted: August 6, 2007

## Regulation Code: 5015-R School Volunteers

School principals shall be responsible for implementing and overseeing the school volunteer programs in their respective schools in accordance with the requirements of board policy [5015](#), School Volunteers, and this regulation. The principal may designate a school volunteer coordinator to serve as administrator and immediate supervisor of the school volunteer program.

### I. UTILIZATION OF VOLUNTEERS

#### A. VOLUNTEER ASSIGNMENTS

Prior to the beginning of each school year, the principal shall consult with teachers and other school personnel to determine the school's volunteer needs. The principal or designee shall develop

a list of tasks or roles that are appropriate to assign to a volunteer. The list will identify any specific qualifications or training and the requisite level of screening necessary to perform the tasks or roles. All volunteers are required to undergo a screening process through the Human Resources Division and receive approval before undertaking volunteer activities.

#### B. VOLUNTEER SELECTION AND ASSIGNMENT

Decisions regarding the selection and assignment of volunteers are at the discretion of the principal, consistent with the following limitations.

1. Principals shall recruit, select, and assign volunteers without regard to race, sex, disability, age, religion, or other characteristic protected by law.
2. All volunteers must be cleared through a reasonable and responsible screening process that meets the requirements of Section II, below, before undertaking volunteer activities.
3. No individual will be permitted to volunteer in any capacity if he/she is a registered sex offender, has convictions related to child neglect and/or sexually-related offenses, and/or has felony convictions of any type. Additionally, volunteer applicants with non-felony convictions related to drugs, weapons, and/or violence within the past seven years will not receive clearance to volunteer in unsupervised settings with students. Other individuals will be excluded from volunteer service based on their

prior history, including but not limited to criminal history and/or driving history, when deemed necessary to protect the health or safety of students, employees, or visitors.

4. Volunteer applicants who are under the age of 18 and/or enrolled in a secondary education program are required to meet the following conditions in order to be considered for approval:
  - a. Enrolled in a Chatham County Public School;
  - b. Receive a positive recommendation from his/her current principal, including confirmation of a clear disciplinary history;
  - c. While serving as a volunteer, restrict activities to those directly supervised by a staff member.
5. Former employees of the board of education who are ineligible for rehire, are ineligible to serve as a volunteer.
6. Current school employees may serve as volunteers. However, no school employee who is classified as non-exempt under the Fair Labor Standards Act may serve as a volunteer performing tasks that are the same type as the employee's regular work duties. The principal may permit an exception when the employee is the parent of a student participating in the activity for which the parent is volunteering.
7. A volunteer applicant who is denied approval to volunteer shall be notified in writing.
8. Volunteers shall not have access to confidential data or be assigned to areas where confidential records or matters are kept or discussed.
9. Volunteers shall not be assigned to provide instruction to students unless under the direction of a licensed teacher or other authorized staff member.
10. Volunteers shall not be assigned or authorized to check out or release students from school.
11. Volunteers shall not be assigned roles that require specific professional training unless the volunteer already possesses such training and/or any necessary licensure or certification.
12. Volunteers shall not be assigned to administer medicines. This does not prevent a volunteer from administering medicines to his or her own child while serving as a volunteer.
13. In addition to the requirements established by the principal and/or this regulation, volunteers must meet any standards applicable to their volunteer assignments as established by board policy, law, State Board of Education policy, NCHSAA rules, or other relevant authority.

## **II. SCREENING PROCEDURES**

- A. All volunteers are required to undergo a screening process through the Human Resources Division and receive approval before undertaking volunteer activities. Screening procedures must be designed to minimize risk to students and must be based on the volunteer's role/task assignments, the degree of supervision of the volunteer by school employees, and the

volunteer's anticipated level of contact with students. Criminal records checks will be required for applicants who will have unsupervised access to students.

B. Tools that may be used for screening applicants include, as appropriate:

1. applications/registrations;
2. interviews;
3. reference checks;
4. criminal history record checks;
5. driving history record checks;
6. home visits;
7. orientation; and
8. training sessions.

C. All volunteer applicants, with the exception of volunteer coaches (see item D below), are required complete an online volunteer application and receive clearance from the Human Resources Division before beginning work in a school or for the district as a volunteer. The online volunteer application is available on the school district website ([www.chatham.k12.nc.us](http://www.chatham.k12.nc.us)) under the "Community" tab..

D. Applicants to serve as volunteer coaches are required to complete the "Classified Employee" application/approval process through the Human Resources Division prior to the first year of service. The classified employee application is available on the school district website ([www.chatham.k12.nc.us](http://www.chatham.k12.nc.us)) under the "Employment" tab. If a volunteer coach wishes to return the next year, a criminal background check and authorization from the Human Resources Division is required in order to continue. Volunteer coaches who wish to resume coaching after a break in service of one year or more are required to complete the full application/approval process.

E. Volunteer candidates must be notified during the application process that information collected by school officials will be maintained in a volunteer file that is available for review by the candidate and may be shared with others in limited circumstances as required or permitted by law.

F. Volunteers who are referred through other agencies are subject to screening requirements consistent with this regulation.

### **III. EXPECTATIONS OF VOLUNTEERS**

#### **A. REQUIREMENTS**

Volunteers shall:

1. sign in and out of the building as directed when arriving and departing;
2. wear a volunteer identification name tag at all times;

3. respect strictly the confidentiality of students and refrain from discussing the performance or actions of students except with the student's teacher or principal or others as directed by the teacher or principal;
4. refrain from accessing confidential student or personnel records;
5. follow all reasonable directives of the principal and supervising employee;
6. remain within sight of a school staff member at all times, unless otherwise authorized;
7. report behavioral problems to the supervising staff member;
8. immediately report emergency issues and safety concerns, including suspected incidents of abuse or maltreatment of a child, to the principal or other designated person in authority;
9. maintain a professional relationship with students;
10. comply with all school rules; and
11. notify the Assistant Superintendent for Human Resources within 24 hours if arrested for, charged with, or convicted of a criminal offense other than a minor traffic violation.

#### B. RESTRICTIONS

Volunteers shall not:

1. administer disciplinary action, including but not limited to corporal punishment;
2. use physical force to maintain order except as may be reasonably necessary in extraordinary circumstances to prevent serious injury to self or others;
3. take photos of students unless specifically authorized to do so;
4. comment on or post photos of students on social media (unless the student is the volunteer's child);
5. transport students in a vehicle without prior written authorization from the principal;
6. give students gifts, rewards, or food items of any kind without prior permission of the teacher;
7. administer medicine to a student;
8. take students off campus without written permission of the students' parents and the principal;
9. discuss student information with anyone outside of the school;
10. use alcohol or illegal drugs before or during volunteer service;
11. use cell phones or other personal electronic devices in the presence of students while volunteering unless such use is required to fulfill the volunteer activity; or
12. bring children along when volunteering in the classroom during the instructional day, unless authorized by the principal to do so.

#### **IV. SUPERVISION OF VOLUNTEERS**

- A. The principal shall provide for the reasonable supervision of volunteers. The level of supervision must be commensurate with the degree of student contact, technical skill needed, and risk of serious harm posed by the volunteer activity. A heightened level of oversight will be provided when the volunteer is expected to:
1. have contact with young, disabled, or otherwise particularly vulnerable students;
  2. have regular physical contact with a student(s) such as when coaching sports or delivering health services;
  3. help or supervise students with or during personal activities such as changing clothes or going to the bathroom;
  4. have access to confidential information;
  5. use dangerous machinery or power tools;
  6. use a vehicle; or
  7. handle school funds or valuable property.
- B. To facilitate appropriate supervision, the principal shall inform all teachers and other relevant school personnel of the requirements of policy [5015](#), School Volunteers, this regulation, and the list of appropriate volunteer responsibilities.
- C. A volunteer may be asked to leave a class or school at any time by a teacher, the principal or designee, or the superintendent or designee. A volunteer's services may be permanently terminated when, in the judgment of the principal, superintendent, or designee, circumstances necessitate such action.

#### **V. TRAINING OF VOLUNTEERS**

- A. All volunteers shall be provided appropriate training consistent with their tasks and existing board standards. The training shall be developed under the leadership of the principal.
- B. All volunteers shall be informed of the requirements of this regulation, policy [5015](#), School Volunteers, and any other policies or regulations pertinent to their volunteer assignment.
- C. Regular volunteers (those who are regularly scheduled or who are anticipated to have more than occasional contact with students) shall be informed of the following policies and/or regulations or procedures:
1. child abuse identification and reporting;
  2. prohibition and reporting of discrimination, harassment, and bullying;
  3. prohibition on alcohol, drugs, and tobacco;



4. response to fire, medical, and other types of emergencies; and
5. any others deemed appropriate by the principal.

## **VI. RECORDKEEPING**

Principals are responsible for maintaining records pertaining to the screening, training, hours worked, and assignment of volunteers.

Issued by the Superintendent: August 17, 2015

Reviewed:

Revised: August 14, 2017

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### **Policy Code: 5026/7250 Smoking and Tobacco Products**

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all

times in or on school property.

6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, [20 U.S.C. 6081](#) *et seq.*; [21 U.S.C. 321](#) (rr); [G.S. 14-313](#); [115C-47](#)(18), [-407](#)

Cross References: Tobacco Products - Students (policy 4320)

Adopted: February 7, 2000

Revised: May 5, 2003; June 27, 2013; December 12, 2016