

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

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 utilizing 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:

- A Volunteer Application must be completed annually.
- References will be checked and interviews conducted by the principal or his/her designee all initial applications. Subsequent applications by the same person will have reference checks and interviews conducted at the discretion of the principal or his/her designee.
- reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
- adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.
- In addition to school based volunteer training, before any volunteer can work with students, (s)he must attend board policy training that includes all non-discrimination and harassment policies (Policies 1705-1755) and any other policies or directives which the board, superintendent, or principal of the school at which the volunteer will be serving deems necessary. This training will be held semi-annually at the beginning of each semester.
- All coaching volunteers will have an annual criminal records check. All other records check will be at the discretion of the principal.

USE OF SCHOOL VOLUNTEERS

The policy of Cherokee County Board of Education is to utilize the time, talents, and services of volunteers to enhance the educational opportunities of students and adults within the K-12 curriculum and the community schools programs.

The school principal has the primary responsibility for recruiting, screening, and placing volunteers. The interview will include specific questions regarding corporal punishment, chain of command, and prejudices toward students. Once the needs of teachers have been identified, the principal in cooperation with the staff will assign volunteers to specific areas. The volunteer's skills, aptitudes, and wishes will be matched with the needs of the school and the individual teacher's request.

Volunteer orientation, training, and a volunteer manual will be provided at the school level. Training will include review of the Board of Education Policy Manual student section and the individual school handbook. Volunteers should understand the expectations of the school program, the issue of confidentiality, and any special procedures required by a particular school. Volunteer efforts will be supervised and monitored by professionals in the system and each volunteer will have

a specifically named supervisor. Volunteers will leave all discipline procedures in the hands of the supervising teacher.

All volunteers shall sign in when arriving on campus, shall wear an 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. Schools shall keep a record of the number of volunteers and volunteer hours assisting the school each year and report these figures to the Community Schools department at the end of the year to be submitted to Raleigh.

The Superintendent shall report the list of approved volunteers at each board meeting. 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.

Legal References: G.S. 115C-36, -47; 115C, art. 13

Cross References: Parental Involvement (policy 1310/4002), Participation in Research Projects (policy 5230) Registered Sex Offenders (5022); Student Sex Offenders (4260); Advertisement and Promotional Activities (5240)

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