

**VOLUNTEERS IN SCHOOLS
ADMINISTRATIVE REGULATIONS**

Definition: A volunteer is any non-compensated or nominally compensated (\$1.00) person who wishes to donate his/her time DIRECTLY OR INDIRECTLY with students within a school building, at a school sponsored event, or at extra/co-curricular activities.

There are two types of Volunteers:

1. **Coaching** – Specifically involved in athletics
2. **Non-Coaching** – All other Volunteers

All Volunteers shall fall into one of two categories:

1. **Regular Volunteers:** person volunteering on a regular, consistent basis throughout the school year or season.
Ex: Volunteering every Wednesday to assist in the Media Center cataloging books;
Coaches of specific sports.
2. **Incidental Volunteers:** persons volunteering for special events, field trips, fairs, etc.
Ex: Volunteering as a chaperone for the 4th grade field trip to the zoo; reading aloud to a class once in a year; medical professional attending a game.

All Volunteers must adhere to all Grant County School policies, regulations, procedures and practices at all times whenever performing their duties as a Volunteer.

REQUIREMENTS:

Requirements of Regular Volunteers:

- Volunteers must be an adult (minimum of 18 years of age) and not currently enrolled as a student in public/private education.
- Volunteers must complete a Volunteer Application Packet, including all required forms/paperwork, and submit to/pay for required background checks and TB tine test.
- Volunteers must attend a training course regarding pertinent laws, policies and procedures, including Confidentiality and Child Abuse.
 - Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community.
 - Volunteers who have reasonable cause to suspect that a child is neglected or abused, or who observe the child being subjected to conditions that are likely to result in abuse or neglect, must immediately, after suspecting this abuse, report the circumstances to Child Protective Services and the building principal.

Requirements of Incidental Volunteers (excluding Chaperones):

- Work directly with supervising personnel to determine assignments.
- Volunteers should not be with a student(s), other than their own child, unless in the presence of a classroom teacher, administrator, or appropriate school personnel.
- Parent or guardian accompanying his or her child's class on a field trip or on another type of occasional extra-curricular activity or a volunteer who will always be supervised by a professional educator and will never be left unsupervised shall not be required to submit to a background check.

Requirements of Authorized/Certified Volunteer Coaches

- Volunteer Coaches must complete the requirements of West Virginia Secondary School Activities Commission (WVSSAC).
- Volunteer Coaches must be an adult (minimum of 18 years of age) and not currently be enrolled as a student in public/private education.
- Volunteer Coaches must complete a Volunteer Application Packet, including all required forms/paperwork, and submit to/pay for required background checks and TB tine test.
- Volunteer Coaches must attend a training course regarding pertinent laws, policies and procedures, including Confidentiality and Child Abuse.
 - Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community.
 - Volunteers who have reasonable cause to suspect that a child is neglected or abused, or who observe the child being subjected to conditions that are likely to result in abuse or neglect, must immediately, and not more than forty-eight hours after suspecting this abuse, report the circumstances to Child Protective Services and the building principal.

RESPONSIBILITIES**General Responsibilities/Duties of ALL Volunteers:**

- During the instructional day, Volunteers must provide identification and sign in/out at the school's main office when at the school.
- During the instructional day, Volunteers shall wear the "Visitor" badge or other means of identification, as required by the school.
- Volunteers shall not have access to confidential files/records and should not see grades or grade papers for teachers.
- Volunteers shall not be permitted to volunteer in their own child's classroom(s).
- Volunteers may CHAPERONE their own child.
- Volunteers shall not supervise groups of students in the absence of a certified teacher/school administrator unless doing so as a CHAPERONE.

Teacher Responsibilities:

- Teachers shall supervise all volunteers that are placed in their classrooms; volunteers shall never be left alone with students during instructional time/the regular school day.

Administrative Responsibilities:

- The building administrator shall make parents and community members aware of the school volunteer program.
- The building administrator shall determine the need for Volunteers, and provide applications upon request to persons wanting to be considered for Volunteer services.
- The building administrator shall review the application packet, interview the candidate, and subsequently approve/deny the candidate's application at the building level.
- The School Office shall maintain an accurate file of Volunteer Applications and current volunteers.
- The building administrator/designee shall conduct an informational training session for each Volunteer. The training shall include, but shall not be limited to the following topics:
 1. Privacy Rights of Parents and Students
 2. Confidentiality of Student Information
 3. Confidentiality of School Information
 4. Racial, Sexual, Religious, Ethnic Harassment Policy

5. Child Abuse/Neglect Reporting Policy

6. Duties of a Volunteer

This informational training session shall be made available online and will include an assessment to check for understanding and a certificate that will be printed and submitted to the principal and added to the volunteer's file.

***Volunteer CHAPERONES:**

- All field trips require Chaperones(s).
- All field trips require AT MINIMUM one chaperone for 10 students (1/10 ratio).
- There shall be, at minimum, one PROFESSIONAL school employee functioning as a chaperone on each bus.
- The Principal shall determine if additional Volunteer Chaperones are needed.
- Volunteer Chaperones shall work under the direct supervision of school staff.
- All Volunteer Chaperones shall complete/meet the requirements for Incidental Volunteers and ALL Volunteers, above.
- The administration reserves the right to request a background check/fingerprints on any Volunteer if deemed necessary.
- Each school shall develop and implement a fair and equitable process/practice for choosing Volunteer Chaperones. This process shall include the creation of a list of possible Chaperones; the use of a random lottery when space is limited.