

VOLUNTEERS IN THE SCHOOLS

1.0 Purpose

- 1.1 Barbour County Board of Education promotes and encourages school volunteers in order to expand and enhance parental and community involvement with schools while ensuring the maintenance of an adequate and appropriate level of safety and security in each school.

2.0 Definition

- 2.1 A school volunteer is defined as a non-paid person functioning within the policies of the Board who shall serve under the immediate supervision and direction of the professional staff of the district to whom he/she is assigned. Volunteers shall serve **without compensation of any type** and without any/all other benefits accorded to employees of the district. A volunteer may not instruct, or be the sole supervisor of students at any time. It is not required that school volunteer positions be posted.
- 2.2 A volunteer coach is defined as:
- 2.2.1 A head or assistant coach for a “farm team” that has been approved by the BOE, but has not attained full sports status. It is required that the position for a “farm team” volunteer coach be posted **AFTER** the farm team has been approved by the BOE;
- 2.2.2 A volunteer who assists the paid head and/or assistant coach(es) of a particular sport. It is required that this position be determined necessary **annually** by the head coach, prior to the first day of the sports season as determined by the WVSSAC. The head coach shall make the request for a volunteer in writing to the principal; the principal shall approve the request and forward it to the superintendent. As with other personnel positions, the superintendent will determine the need for the position. If it is determined that this position is needed, the position shall be posted. *Any person who wishes to volunteer as a coach for an athletic team must have received training from the West Virginia Secondary Schools Athletic Commission prior to volunteering.*
- 2.3 An incidental adult visitor is defined as an adult who visits a school but has no ongoing individualized interaction with a student or students, including, but not limited to, chaperones for trips, adults who have been invited to speak at a class or assembly, to judge academic competitions, to give a musical performance, or participate in a program, such as “Career Day” or “Read Aloud.”
- 2.4 Individuals Receiving a Stipend. As stated above, a volunteer is an individual who receives no payment for services. An individual who is to receive, or is receiving, a stipend or other remuneration is **not** a volunteer and must be hired and processed through Barbour County Schools Office of Personnel.

3.0 Application

- 3.1 The principal shall determine the need for school volunteers.
 - 3.1.1 The principal is the sole decision maker regarding the need for a volunteer(s) in the school.
 - 3.1.2 An individual who wishes to volunteer at a school shall be interviewed and approved by the principal prior to serving as a volunteer at the school.
 - 3.1.3 A rejected volunteer applicant may appeal the principal's decision to the Superintendent, whose decision shall be final.
- 3.2 Prospective school volunteers as defined above shall complete all volunteer forms provided to schools including a volunteer application form, a background investigation authorization and release and a volunteer release form.

4.0 Criminal Background Investigation.

- 4.1 In order to protect the safety and security of Barbour County Schools' children and school staff, school volunteer and volunteer coach applicants who are not employed by Barbour County Schools shall be required to submit to a criminal background investigation/check using the person's name, date of birth, gender, race, Social Security number and fingerprints, at Barbour County Schools' expense.
- 4.2 A signature from the principal requesting the volunteer is required certifying that the applying volunteer has shown proof of identity.
- 4.3 After the initial criminal background check, volunteers must report any subsequent criminal convictions to the principal.
- 4.4 If an individual refuses to submit to the background investigation, that person shall be ineligible to be a volunteer in the Barbour County Schools. This includes a refusal to submit to all or part of the background investigation.
- 4.5 To provide consistency in the district in determining the appropriateness of individuals working with children, Barbour County Schools will use the same guidelines currently in place for reviewing criminal conviction(s) or pending charge(s) for employees in determining if a volunteer candidate is accepted or rejected.
- 4.6 Any person wishing to volunteer in the schools and who has been convicted of any criminal offense which constitutes a felony must be recommended by the superintendent and approved by the Board of Education prior to performing any volunteer activities.

5.0 Training for Volunteers.

- 5.1 All volunteers must adhere to and comply with all appropriate Federal, State, and County law, regulations, policies, procedures and practices set forth for employees, including the requirements of the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.)

- 5.2 Before entering into any of the duties as a volunteer at a school, a prospective volunteer must receive appropriate training in confidentiality, sexual harassment prevention, cultural diversity, English as a second language, and safety in the workplace. All volunteers are required to have confidentiality, sexual harassment prevention, and cultural diversity training **annually**.
- 5.3 Said training will be arranged by the BCS Personnel Director by appropriate trainers, including but not limited to the Parent Education Resource Coordinator (PERC).
- 5.4 Any volunteer who does not comply with all appropriate Federal, State, and County law, regulations, policies, procedures and practices set forth for employees, including the requirements of the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.), shall have his/her volunteer status revoked immediately by the superintendent of schools.

6.0 Volunteer Activities.

- 6.1 Upon entering the school building to engage in volunteer activities, the volunteer must first sign in at the school office.
- 6.2 The volunteer will be issued a volunteer badge, which the individual must wear in a prominent manner at all times when in the school.
- 6.3 If the principal determines a need to do so, the volunteer will be escorted to the location in which he or she will volunteer; when finished with the volunteer activities, the volunteer will be escorted back to the office and will sign out prior to leaving.

Legal Reference: WV Code 18-5-13

Adopted: 9/19/1989

Revised: 10/27/2008

VOLUNTEERS IN THE SCHOOLS

**APPLICATION
FOR PARTICIPATION as a
VOLUNTEER in
BARBOUR COUNTY SCHOOLS**

Barbour County Schools is an Equal Opportunity Employer and Complies with the Provisions of the Americans with Disabilities Act.

Instructions:

- Print answers in black/blue ink or use a typewriter.
- Date and sign the application.
- Use additional sheets of paper if necessary when answering.

1. Print Name:

_____ Last First Middle

2. Phone:

_____ Home Work

3. Address: (The information requested in items 4 and 6 is used solely to verify identity when checking information in item 10.)

_____ Number Street City and State Zip Code

4. Social Security Number:

5. Date of Birth: Month _____ Day _____ Year _____

6. Race: _____ Sex ___ M ___ F _____

7. Provide any other names by which you have been known:

8. List of States in which you have lived (other than West Virginia) and the approximate dates:

State: _____ Dates: from _____ to _____

State: _____ Dates: from _____ to _____

State: _____ Dates: from _____ to _____

9. Name of the school at which you want to volunteer _____

10. Have you ever been convicted of or paid a fine for any offense (including felonies, misdemeanors, or ordinance violations) or do you have any charges pending, other than minor traffic violations? ___ Yes ___ No ___

If yes, list details below. Use separate sheet if necessary. (NOTE: Convictions are not an automatic bar to participation as a volunteer. Each case is considered on its own merit. However, a conviction not reported on this application shall be cause for rejection of this application. Individuals who have felony convictions must be recommended by the Superintendent and approved by the Board of Education in adherence with BARBOUR COUNTY BOARD OF EDUCATION POLICY *Volunteers in the Schools* Reference: W.Va. Code §18-5-13

| Date | Location | Charge | Court | Disposition of Charge |
|------|----------|--------|-------|-----------------------|
| | | | | |

Signed: _____ Date: _____

Principal Signature: _____ Date: _____