

**Maryville City Schools
Administrative Procedure 4.501
School Volunteers**

It is the responsibility of the school supervising teacher or supervising school personnel to secure and properly process all volunteer services for classroom and extracurricular support.

Secure the volunteer(s) and assign the MCS Volunteer Level by following the descriptors from Board Policy below:

Level 1: General Volunteers – have no direct or extended contact with students. Examples include, but are not limited to, speakers, programs guests, daytime field trip chaperones, judges of student competition, occasional classroom visitor, fundraising event participants. These volunteers serve occasionally in a highly public setting with little or no direct contact with students and are under constant supervision by MCS personnel. No volunteer application, confidentiality agreement, or criminal background check is required.

Level 2: Monitored Volunteers – have direct and/or extended contact with students, during and after school hours in the presence and under supervision of district personnel. Examples include, but not limited to, room parents, class readers, front door reception workers, and office volunteers. These volunteers serve regularly with student contact under constant supervision of MCS personnel. Completion of a volunteer application and confidentiality agreement is required.

Level 3: Unmonitored Volunteers – have direct and/or extended contact with students, both during and after school hours, without the presence and direct supervision of district personnel. Examples include, but are not limited to, overnight chaperones, athletic coaches, one-on-one tutors or mentors, groups mentors, and individuals who assist teachers sponsoring student extra-curricular activities. These volunteers serve without direct and constant supervision. Completion of a volunteer application and confidentiality agreement is required. In addition, at the volunteer's expense, a criminal background check must be completed.

LEVEL 2 Volunteers

1. Provide Level 2 Volunteers the following documents:
 - a. Maryville City Schools Volunteer Service Levels Overview
 - b. Maryville City Schools Volunteer Application
 - c. Maryville City Schools Volunteer Confidentiality Agreement
 - d. FERPA
2. Collect the application and the confidentiality agreement, and complete the **Internal Use Only** section at the bottom of the MCS Volunteer Application.
 - a. Record the name of the school supervising teacher or supervising school personnel who secured the volunteer and intends to assign the volunteer the duties.
 - b. Record the assigned level 2 to the volunteer.
 - c. Gather the signature of all applicable school principal(s).
3. The School Supervising Teacher or School Supervising Personnel should retain a copy of the Volunteer Application and Confidentiality Agreement and provide a copy to all applicable principal(s).

LEVEL 3 Volunteers

1. Provide Level 3 Volunteers the following documents:
 - a. Maryville City Schools Volunteer Service Levels Overview
 - b. Maryville City Schools Volunteer Application
 - c. Maryville City Schools Volunteer Confidentiality Agreement
 - d. FERPA
 - e. Maryville City Schools Fingerprinting Directions
 - f. Noncriminal Justice Applicant's Privacy Rights Signature Page
2. Collect the application, confidentiality agreement, noncriminal justice applicant's privacy rights signature page, and complete the **Internal Use Only** section at the bottom of the MCS Volunteer Application.
 - a. Record the name of the school supervising teacher or supervising school personnel who secured the volunteer and intends to assign the volunteer the duties.
 - b. Record the assigned level 3 to the volunteer.
 - c. Secure principal(s) signature
 - d. Check the Confidentiality/FERPA section
3. Retain a copy and send the original Volunteer Application Form, Confidentiality Agreement, Noncriminal Justice Applicant's Privacy Rights' Signature to Brittany Trentham, HR with Maryville City Schools.
 - a. The MCS HR department will monitor the TBI system for the results of the screening.
 - b. Once the results come back clear, the HR department will mark the date and return the Volunteer Application Form to the cooperating teacher/supervising personnel to let them know the volunteer may begin their work.
 - c. A Volunteer Tracker will be maintained by the district office with a copy of the Volunteer Application, Background Check, Noncriminal Justice Applicant's Privacy Rights' Signature, and additional local checks (Sex Offender, Vulnerable persons and DCS). This Volunteer Tracker access will be shared with administrators.
 - d. Once the school supervising teacher or school supervising personnel receives the approved Volunteer Application with indication of passed background check, volunteer services may be secured. The School Supervising Teacher or School Supervising Personnel should retain a copy of the Volunteer Application, Confidentiality Agreement, and the Noncriminal Justice Applicant's Privacy Rights Background Check Signature Page.
 - e. Background checks will be maintained by the HR department and tracked for renewals every five years.
 - f. A copy of the district approved application form should be provided to all applicable principal(s). Principal(s) may also access the HR shared files to review the stored documentation at any time.