

Maryville City Schools Volunteer Service Levels



Thank you for your willingness to serve and support our schools. We fully recognize and appreciate your valuable contribution to our educational program. For the safety of our students and employees, policy and procedures are set forth for all volunteers.

Policy: 4.501

The Board of Education endorses and encourages the use of volunteers in the schools. All volunteers must be approved by the principal or designee and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in the performance of their duties. Volunteers shall be encouraged to maintain the same confidentiality standards expected of school personnel. Volunteers shall not have access to confidential student records. The Director of Schools shall develop procedures to protect the safety of students, employees, and volunteers.

Volunteer Service Levels

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.

For additional information, see Maryville City Schools Procedures 4.501 and any documentation provided within the school's handbook or volunteer resources.

Volunteer Confidentiality

Volunteers shall not have access to, or handle, any materials of a personal or confidential nature. Volunteers will maintain confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and from their presence in schools. Level 2 and Level 3 Volunteers must sign a Confidentiality Agreement.