



TUSCALOOSA CITY SCHOOLS

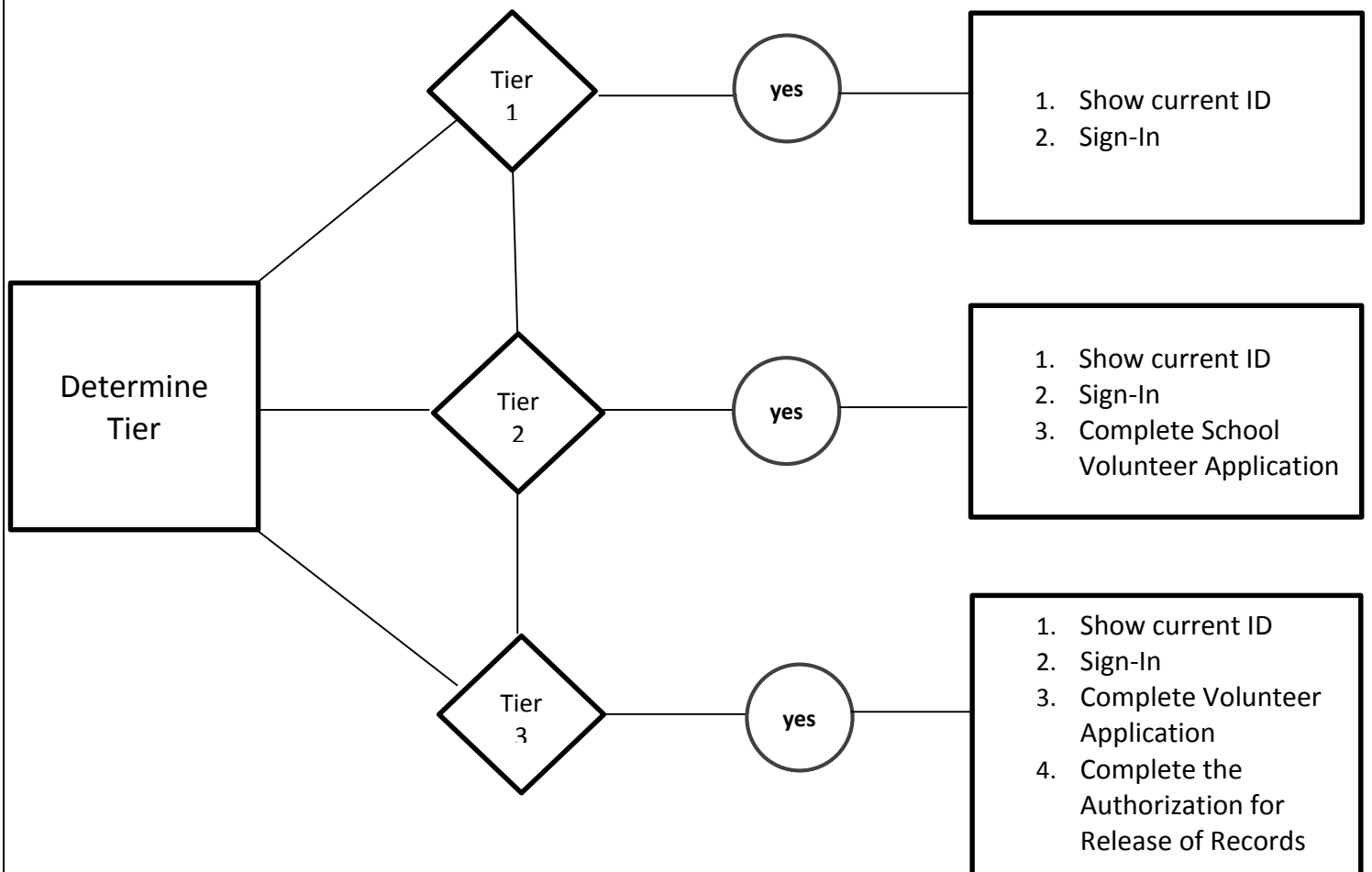
**School Volunteer and Access to
Schools (Policy 4.1.2)
Screening Requirements/Forms**

(updated: February 26, 2014)

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Quick Reference Chart



Volunteer Screening Policy

Volunteers provide a valuable service to the Tuscaloosa City Schools by assisting with operational functions and by being role models for the students. Typical assignments for volunteers include the reinforcement of instruction and assisting with non-instructional student activities. Volunteers must always be under the direct supervision of the certified personnel. The principal or designee shall recruit, screen, direct pre-service orientation and supervise the volunteers. The assignment of volunteers shall be made by the principal or designee.

In order to provide students with a safe environment and to allow for a variety of opportunities for volunteering, volunteer participation is classified into three tiers. Depending upon the tier, certain processes must be completed by district staff prior to potential volunteers being given permission to serve. All volunteers will be screened annually.

Tier 3 volunteers, who would have the potential for unsupervised access to students, will be subject to a background check. Tuscaloosa City Schools is responsible for the cost of the background check.

A pre-service orientation program and regular in-service training shall be provided by the principal or designee for all Tier 2 and Tier 3 volunteers. The training shall include, but is not limited to, board policies, student code of conduct and local school rules, and procedures.

Tier 1 – **Volunteers or visitors who enter a school for a one-time event and/or have little or no direct unsupervised exposure or contact with children.** Typical examples include guest speakers, guest readers, concession stand workers, office helpers, non-classroom assistants, Field Day assistants, and volunteers present for functions associated with organizations such as PTA, Booster Clubs, and certified teachers. Tier 1 volunteers must always be under the direct supervision of certified personnel.

Screening Requirements:

- Be sponsored or approved by a school or district employee
- Be able to provide some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification)

- Sign in on the district-approved “Volunteer Sign-In Program” in the main office, which includes a criminal disclosure and checks against the sex offender registry
- Upon approval, be required to display a volunteer identification badge to be surrendered at the conclusion of the volunteer’s activity

Tier 2 – Volunteers with classroom exposure, who work with children and are generally supervised by district staff. Typical examples include classroom assistants, room parents, lunchroom monitors, library assistants, class party volunteers, classroom tutors, and daily field trip chaperones. Tier 2 volunteers must always be under the direct supervision of certified personnel.

Requirements:

- All requirements of Tier 1 plus the following:
- Submit a district-approved “School Volunteer Application” to the site principal
- Complete a volunteer orientation program with the site principal or principal’s designee

Tier 3 – Volunteers with unrestricted exposure, who work with children and may be unsupervised by school staff. Typical examples include: regularly scheduled class and or student volunteers, interns, 1-to-1 tutors, student mentors, and overnight chaperones.

Background Check Requirements for All Tier 3 Volunteers:

Criminal background checks are required for volunteers who may have unsupervised contact with students. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Each situation will be considered individually. Completed forms are maintained in a confidential manner at the district office.

Any volunteer’s background check must be free of any felony conviction whatsoever or any misdemeanor conviction within the past five years involving any offense of moral turpitude, drug related offense, sex offense or any other conviction deemed unsatisfactory by the Superintendent. Any pending charges in the areas set out above will disqualify a volunteer from serving in the Tuscaloosa City Schools.

Individual schools are encouraged to plan proper recognition for the services of the volunteers.

Tuscaloosa City Schools Volunteers: Background Screening Policy and Procedure

POLICY

Pursuant to the Tuscaloosa City Schools Board Policy, all Tier 3 volunteers are responsible for and must submit a background screening report in advance of being recommended to serve as a Tier 3 volunteer.

SCREENING PROCEDURE

1. All schools will be given a username and password for the volunteer system. (www.aaverify.com)
2. The principal will log in and request a background check on a volunteer by entering the applicant's last name, first name, and email address.
3. The applicant will receive an email to complete the background check. They will supply their full name, date of birth and social security number. They will complete the Electronic Consent page where they authorize TCS and A & A to perform a background check.
4. The third party contractor conducting the checks will cross-reference the screening results with the disqualifying crimes listed in this procedure document. A result of "PASS" or "FAIL" will then be emailed to the principal on the cross-reference. A "PASS" designation will be given for any applicant that has zero disqualifying crime matches, and a "FAIL" designation will be given for any applicant that has one or more disqualifying crime matches. All information pertaining to the background check will remain with the third party contractor, subject to the applicable laws requiring disclosure. The Tuscaloosa City Schools will not be informed of the results of any background check; rather, the principal will only be issued a designation of "PASS" or "FAIL" for each applicant.
5. The third party contractor will report the results to the principal via email within 48 hours. If the third party contractor reports any "FAIL" grades to the Tuscaloosa City Schools, the applicant shall be notified in writing that he/she has been disqualified. Upon request, the applicant shall receive a copy of the background check from the third party contractor.

6. If the volunteer is given a “PASS” then the principal can recommend the individual as a Tier 3 volunteer with the accompanying document verifying suitability. If the individual does not “PASS,” then the principal will not recommend the individual as a Tier 3 volunteer.

Volunteer Guidelines Orientation

The purpose of volunteers in the Tuscaloosa City School system is to augment the educational and support resources available to students through the use of the diverse talents and skills of community members. The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances, shall a volunteer be considered an employee of the school district. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of the volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).

Rules for Volunteers Working With Children

- 1) Volunteers shall meet any standards and screening requirements which may be established by federal, state or local government, or by the Board and/or administration.
- 2) All volunteer services are to be performed under the direction of and in the presence of a school district employee.
- 3) At all times, all volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the teacher to which they have been temporarily assigned.
- 4) Volunteers will not stand “in loco parentis” status to students and are not legally empowered to regulate student behavior by performing or imposing disciplinary measures.
- 5) Volunteers will not be permitted to directly administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency.
- 6) Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.
- 7) Volunteers will not be paid for their volunteer services.
- 8) Volunteers are not to have access to or handle any materials of a personal or confidential nature.
- 9) Volunteers must agree to be bound by all applicable privacy laws and regulations.
- 10) Volunteers shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school district’s professional employees and support staff
- 11) Volunteers must refrain from using tobacco, alcohol, controlled substances, or from being under the influence of alcohol or controlled substances, when they interact with students during school activities, including those that take place outside of the school building.
- 12) No volunteer will be requested or required to transport students in district and/or personal vehicles as part of his/her duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer’s own insurance carrier.
- 13) Any volunteer position may be eliminated and/or the services of the volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s)

I have read and understand ALL information in this volunteer form.



Signature _____

Date _____

TUSCALOOSA CITY SCHOOLS _____

Orientation Provided By _____

Signature _____

School Volunteer Application

Name _____

Address _____

Phone (home) _____ (work) _____ (cell) _____

Email _____ Date of Birth _____

Emergency Contact: _____ Phone _____

List Names of Child/Children and Relationship (if applicable) _____

Please indicate the type of volunteer opportunity you are seeking:

Tier 2

- _____ Classroom Assistant
- _____ Room Parent
- _____ Lunchroom Monitor
- _____ Library Assistant
- _____ Classroom Tutor
- _____ Daily Field Trip Chaperone
- _____ _____

Tier 3

- _____ Classroom Aide
- _____ 1-to-1 Tutor
- _____ Overnight Field Trip Chaperone
- _____ Student Mentor
- _____ _____

Please describe the event or activity you plan to volunteer with. Give a brief description, along with dates, times, and locations.

Please submit this form to the school where it will be kept on file. A district employee will contact you with any further screening requirements.

I understand that all Tier 3 volunteers will be subject to a background check. I also understand that volunteering at a school or in a program with students is a privilege and that the School Principal or a

District Administrator can end a person's ability to volunteer at a school within the Tuscaloosa City School System at any time.

For Office Use Only	Tier 2	Tier 3
Volunteer Application		
Volunteer Orientation		
Background Check		

SUMMARY CHECKLIST

1. The school principal will initiate the request for a Tier III Volunteer.
2. The screening policy will be provided upon request.
3. The applicant retains policy for his or her records, completes form, and returns it to the school principal.
4. The application is submitted electronically by the volunteer.
5. Third party contractor cross-references background check with disqualifying crimes listed in this procedure and sends a PASS/FAIL email to the principal based on this cross-reference.
6. The principal will receive a notification of "PASS" or "FAIL" from the third party contractor within 48 hours.
7. The Principal will recommend the individual to the Superintendent if the applicant receives "PASS". The Superintendent will review and make a recommendation to the Board of Education where necessary.
8. If the third party contractor reports "FAIL" grades to the principal. The principal shall notify the applicant in writing that he/she has been disqualified. Upon request, the applicant shall receive a copy of the background check from the third party contractor.

