

Bartlett City Board of Education		4034
Descriptor Term: SCHOOL VOLUNTEERS	Descriptor Code: Instructional Services	Issue Date: 07/28/2016
	Rescinds:	Revised:

1 The Board encourages the use of school volunteers to enhance educational programs and
2 promote community involvement in the District.

3 All volunteers shall comply with guidelines and standards implemented by the Superintendent,
4 principals, and supervising BCS personnel. Volunteers must be approved by the principal and
5 shall serve under the immediate supervision and direction of the BCS employee to whom they
6 are assigned.

7 In all cases, a responsible employee shall retain final authority over students, school programs,
8 and services.

9 Volunteers serve without compensation or benefits given to BCS employees, but they shall be
10 insured by the Board against loss or damage in the performance of their duties.¹

11 While serving as a volunteer, no individual shall have access to any student confidential medical
12 or education records. They may not teach, but volunteers may reinforce skills taught by BCS
13 employees. Volunteers shall adhere to the standards of conduct applicable to BCS employees at
14 all times.

15 Individuals providing volunteer services may be subject to a background check depending upon
16 their specific volunteer activities and the type and frequency of their contact with students. Refusal
17 or failure to submit to a required background check will render the individual ineligible to serve as
18 a volunteer. Additionally, falsification or omission of relevant information on required volunteer
19 documents will result in ineligibility to serve as a volunteer.

20 The Superintendent shall develop procedures to require appropriate training and background
21 checks for volunteers who work closely with students.

¹ T.C.A. §29-20-310(e)