

<b>Bartlett City Board of Education</b>		<b>4034</b>
Descriptor Term: <b>SCHOOL VOLUNTEERS</b>	Descriptor Code: <b>Instructional Services</b>	Issue Date: <b>07/28/2016</b>
	Rescinds:	Revised: <b>10/25/2018</b>

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.<sup>1</sup>

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 All approved BCS volunteers are required to report arrests and/or criminal convictions that occur  
21 after initial volunteer assignment to the Superintendent or his/her designee within forty-eight (48)  
22 hours of the arrest and/or conviction. Volunteers must also notify the Superintendent or his/her  
23 designee immediately if the Department of Children's Services (DCS) has indicated them as a  
24 perpetrator of child abuse. This policy applies to all BCS volunteers as a condition of initial and  
25 continued volunteer service.

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

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<sup>1</sup> T.C.A. §29-20-310(e)