Volunteer Procedures

1. Purpose & Scope

Bladen County Schools (BCS) values the contributions of volunteers in fostering community engagement, enhancing student support, and enriching the learning environment. Opportunities for service include classroom assistance, reading programs, mentoring, tutoring, event volunteering, athletics, and specialized skills support.

2. Volunteer Application & Background Checks

All prospective volunteers must complete the BCS Volunteer Application and submit it to the Superintendent's Office for review and approval. A valid government-issued photo ID is required for identity verification. Applicants are also required to complete a criminal background check.

3. Orientation & Training

All approved volunteers must complete orientation, including review of applicable laws, board policies, and school rules. Required policies include Policy 4040/7310 – Staff-Student Relations and Policy 5020 – Visitors to the Schools. Volunteers must also understand FERPA and confidentiality requirements.

4. Assignment & Scheduling

School principals will match volunteers with opportunities based on skills, interests, and availability. Assignments may be ongoing or one-time. Volunteers must work under the direction of school staff and within approved duties.

5. School Check-In & Conduct

Volunteers must:
- Sign in at the front office upon arrival.
- Wear an official volunteer badge at all times on campus.
- Follow school entry procedures.

Professional dress and conduct are expected. Volunteers must maintain confidentiality of all student information.

6. Reporting & Safety

Volunteers must immediately report suspected bullying, harassment, abuse, or any safety concerns to school administration. Volunteers must follow all safety and emergency protocols.

7. Cancellation & Communication

Volunteers unable to attend a scheduled time must notify the school in advance. Schools will notify volunteers promptly if schedules or assignments change.

8. Recognition

Schools are encouraged to recognize volunteer contributions annually in accordance with Policy 5015.

9. Final Approval

The Superintendent or designee provides final written approval before any volunteer begins service. The Superintendent may suspend or revoke volunteer privileges for safety or conduct violations.

10. Annual Requirement

Volunteer applications are good the duration of one school year with all terms ending on June 30 of the academic year. All volunteers are required to reapply annual and must renew their criminal background check on an annual basis as well.