

Section I:

**Instructional
Goals and
Objectives**

Knox County Board of Education Policy

Descriptor Term:

School Volunteers

Descriptor Code:

I-260

Issued:

7/95

Reviewed:

9/25

Revised:

10/23

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2 The Knox County Board of Education welcomes the assistance of volunteers in supporting a high-quality
3 educational experience for students in our school system. The Board recognizes that school volunteers
4 can enhance student learning and achievement in a variety of ways. We gratefully acknowledge that the
5 involvement of volunteers, coupled with other family and community engagement activities, can be
6 critical to our success in effectively educating every child in the Knox County Schools. The Board
7 appreciates the willingness of committed and qualified individuals to serve in our schools as volunteers,
8 and this policy seeks to define the parameters for productive, educationally beneficial, and safe
9 volunteerism in our schools.

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11 The Board endorses a volunteer program in the schools¹ and encourages principals to welcome volunteers
12 in their school to augment and assist the school staff in providing an excellent education for all students.
13 Each school is expected to have a volunteer coordinator that maintains an accurate and up-to-date
14 volunteer database.

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16 For the purposes of this document, a volunteer is defined as an individual not paid by the Knox County
17 Schools (KCS) who spends time in direct contact with either an individual or group of students at any
18 time on school grounds or who may provide time free of charge to support school related activities.

19
20 All volunteers must be approved by the principal or his or her designee and shall serve under the
21 supervision or direction of the professional personnel of the school to which they are assigned. Volunteers
22 may assist Knox County Schools' staff in the execution of their teaching and administrative duties, but
23 school staff members retain the responsibility for the appropriate conduct of all activities. Volunteers may
24 not provide instruction unless under the immediate oversight of a certified teacher. The primary
25 instructional role of volunteers should be to reinforce skills taught by the professional staff.

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27 School principals will approve tasks and activities for volunteers, which may be offered by teachers or
28 other staff at the school level, that are student and age-appropriate. Volunteers should receive orientation
29 or training for the specific tasks they will be asked to perform.

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31 To protect the KCS students and staff, the Knox County Schools reserves to right to collect certain
32 information about volunteers who may potentially be in contact with students. Volunteers must submit to
33 a background check and/or provide information about themselves.² The Director of Schools will establish
34 a procedure that delineates the type of background information that is collected for specific volunteer
35 activities.

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37 Volunteers working within the Knox County Schools are expected to sign a Volunteer Confidentiality
38 Form and adhere to the following standards of conduct:

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- Volunteers shall treat all students equally regardless of gender, race, religion, or culture and refrain from any comments that can be construed as racist, sexist, or harassing.

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- Disciplinary issues should immediately be referred to the student’s teacher.
- Should a student disclose to a volunteer instances of brutality, neglect, physical or sexual abuse or intent to harm himself or herself, the volunteer must report that to the school principal or teacher immediately.³
- Volunteers may not be in the possession of or under the influence of alcohol or illegal substances.⁴
- Volunteers will respect all statutory and regulatory requirements concerning student privacy and will not share any student information to which they may be exposed in the course of their duties.

The Board of Education may, at its discretion, defend and/or indemnify volunteers against loss, damage, or claims, depending upon the facts and circumstances of each instance. Volunteers shall at all times cooperate with the Board of Education’s investigation and defense of any such loss, damage, or claim. The Board may withdraw its indemnification or defense if the volunteer does not cooperate or continue in such cooperation.

Volunteers serve at the pleasure of the Knox County Schools. The Director of Schools or any school principal may decline the services or continued service of any volunteer at any time.

Legal Reference:

1. T.C.A. § 49-6-7001.
2. T.C.A. § 49-5-406 & 413.
3. T.C.A. § 37-1-403 & 605.
4. T.C.A. § 39-17-432, 715.

Approved as to Legal Form
 By Knox County Law Director 8/21/2023
 /Gary T. Dupler/Deputy Law Director