

Franklin County Schools

School Volunteer Approval Procedure

The following procedure applies to the use of volunteers at school and school related activities. Any community use of school facilities under Board Policy 3.206 shall not be governed by this procedure.

- I. Volunteer Application – Vetting Process
 - A. Occasional volunteer activity in a highly public setting under constant supervision by a Franklin County Schools (FCS) employee with little or no contact with students does require a completed and signed ‘Approval of Volunteer’ form but not a Criminal Background Check (and checks through various sex offender registries through DCS). School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
 - i. School fairs, field days, book fairs, etc.
 - ii. Occasional classroom visits or speakers
 - iii. PTA/PTO meetings and fundraising events
 - iv. Concessions
 - B. Regular voluntary activity and volunteer activity with student contact taking place under constant supervision by a FCS employee does require a completed and signed ‘Approval of Volunteer’ form but not a Criminal Background Check (and the check through DCS). School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:
 - i. Room parents
 - ii. Class readers
 - iii. Greeter – front door
 - iv. Front office worker
 - v. Accompanying day field trips when the volunteer is not with students outside the presence of a school employee
 - C. Volunteer activity that involves unsupervised contact with students on or off campus may occasionally be necessary but is strongly discouraged due to the assumed professional liability; it does require a completed and signed ‘Approval of Volunteer’ form and a Criminal Background Check (and the check through DCS). Such activities may include:
 - i. One-on-one tutoring
 - ii. Overnight field trip chaperones (recommend restricting to employees of FCS)
 - iii. Group leaders/chaperones for day field trips outside a school employee’s presence
 - D. Unpaid coach volunteers as well as those who receive a nominal fee (required prior approval and assurance that the appropriate funds are available) for their work with students must be appropriately trained, must submit a signed ‘Code of Ethics’ in addition to the signed ‘Approval of Volunteer’ form and then must have satisfactory results from the required Criminal Background Check.

- II. Volunteers who have a prior history, including but not limited to criminal history, which demonstrates a risk to safety, or well-being, of students will be denied participation in volunteer activities involving students. Conditions for denial may include, but not be limited to, the following:
- Appearance on any sex offender registry
 - Conviction of/pleading no contest/pretrial diversion of any felony
 - Conviction of/pleading no contest/pretrial diversion of any misdemeanor that indicates a volunteer might pose a threat to the integrity or safety of the school environment
 - Conviction of/pleading no contest/pretrial diversion of DUI, Reckless Driving, or other related offenses for voluntary drivers
 - A pattern of criminal charges that cause concern that the volunteer may pose a threat to the integrity or safety of the school environment
 - An administrator's determination that the volunteer's behavior renders that the volunteer's participation in the activity to be inappropriate
- III. Volunteers subject to the above application process shall immediately notify a school administrator upon any arrest. Upon notification, if the volunteer wishes to continue participation as a volunteer, the volunteer's participation shall be reviewed under the standards described in Section II, above.
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