

Hamilton County Board of Education

Monitoring: Review: Annually in November	Descriptor Term: School Volunteers	Descriptor Code: 4.501	Issued Date: 12/16/04
		Rescinded:	Revisgfg: 12/08/22

1 The Board endorses a volunteer program in the schools¹ and authorizes principals to develop such a
2 program for each school.

3 4 **IN-SCHOOL VOLUNTEERS**

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6 All volunteers wishing to serve in the school during the regular school day or in support of a school
7 sponsored extracurricular program must be approved by the principal and shall serve under the
8 supervision and direction of the professional personnel of the school to which they are assigned. Any
9 such volunteer having unmonitored contact with children must first undergo a background check in
10 accordance with provisions set forth in Tenn. Code Ann. 49.5.413 every three years.

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13 The principal shall ensure that before any volunteer performs any work, the volunteer must complete
14 the volunteer request form, which is available on the Human Resources website. While the substance
15 of this form changes from time to time, this form basically acknowledges that the individual is
16 responsible for their own health and safety while performing work on the campus of the Hamilton
17 County Schools. They understand they are not employees of the school system and shall serve without
18 compensation.

19
20 Volunteers may assist professional personnel in the performance of their teaching and administrative
21 responsibilities. They may not teach but may reinforce skills taught by the professional staff.

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23 The principal shall ensure that appropriate recognition of volunteer services is made annually.
24 Volunteers shall serve without compensation but shall be insured by the Board against loss or
25 damage in the performance of their duties.²

26 27 **VOLUNTEER SERVICE GROUPS**

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29 Principals may partner with any local service group, including faith-based groups, who want to
30 painting, and other manual labor.
31 organize service projects on school campuses. Some of these projects might include landscaping,
32 Any group that wants perform volunteer work in one of the schools must do the following:

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35 • The group and the principal must have a clear understanding of the type of work the group will
36 be doing. Both the group and the building principal are responsible for discussing the group's
37 plan with Ancillary Services in the event there plans for the school that might conflict with or
38 obscure the work that the group proposes to do.

- 1 • The group and the building principal should schedule the group’s work for a time students will
 2 not be present on campus. If students are present, and if any of the work is to be performed in
 3 close proximity to children, then each member of the volunteer group will have to undergo a
 4 background check. For this reason, it is advisable to schedule any work after hours, on
 5 weekends, or even during breaks or holidays. However, if a student also happens to be a
 6 member of the volunteer group, such as a sixth grader who is volunteering his time to work
 7 with his Scout troop, then that student may work with the group without requiring the entire
 8 group to be background checked.
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- 10 • Any time any member of the group is on campus performing work, at least one building level
 11 administrator must be present. Depending upon the nature of the work being performed, the
 12 building administrator should consider whether other precautions might also be necessary, such
 13 as the ready availability of someone trained in CPR and basic first aid.
 14
- 15 • Before any member of any volunteer group performs any work, the member must complete the
 16 volunteer request form and criminal background history check form, which are available on the
 17 Human Resources website. While the substance of this form changes from time to time, this
 18 form basically acknowledges that the group and each of its members are responsible for their
 19 own health and safety while performing work on the campus of the Hamilton County Schools.
 20 They understand and agree that they are not employees of the school system and are, therefore,
 21 not covered by any policy of insurance or any health benefit plan. They also agree that they are
 22 responsible for any damages they cause to the property of the Hamilton County Schools or any
 23 injury they cause to a student or employee of the Hamilton County Schools.
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- 25 • With regard to any faith-based group performing work on campus, they are free to have a
 26 moment of prayer, meditation, or other similar faith-based observance while on campus
 27 provided that any such observance is incidental to the group’s primary purpose for being on
 28 campus, i.e., to work. Furthermore, faith-based groups may not use any portion of the time they
 29 are on campus to proselytize students or faculty members who are not already members of the
 30 group.
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 Legal References:

- 41 1. TCA 49-6-7001
- 42 2. TCA 29-20-310 (e)
- 43 3. TCA 49-5-413
- 44 4. Board Policy 6.304 - Student Discrimination/Harassment/Hazing and Bullying/Intimidation
- 45 5. Board Policy 6.409 - Child Abuse and Neglect

 Cross References: