

VOLUNTEERS

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in local schools to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

To ensure the safety and security of students, the compliance with local, state and federal confidentiality laws and the liability requirements of the State of West Virginia and the West Virginia Board of Risks, the following policy has been developed.

Description of Applicable School Volunteers: There are a wide variety of roles and functions that school volunteers can provide. These may range from those who help with an occasional or periodic event (i.e. chaperones for a dance or a child's field trip, assist in a school fundraiser or special event/program, visits to a classroom for a special occasion), to those who volunteer on a consistent and repeated basis and are in contact with students on a regular basis.

Procedures for the Selection and Utilization of School Volunteers: Recruitment, utilization, coordination and training of volunteers are a responsibility of the school administration and will be carried out as directed or delegated by the Superintendent. Every effort should be made to utilize volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of pupils.

The responsible school personnel will identify appropriate tasks for volunteers and will provide training activities for them so they may become skilled in performing those tasks.

Volunteers may be involved in a wide variety of the operations of the school. Volunteers may not assume responsibility for diagnosing, prescribing, evaluating instruction, grading papers, handling confidential information or serving in the role of being solely responsible for supervising students. Volunteers are not to be located or regularly work in office areas where confidential information on students or staff is transmitted, stored or is present.

Insurance and Health Requirements for Volunteers: Volunteers must complete an application annually and be approved by the Hampshire County Board of Education. Volunteers must have a background check at the expense of the volunteer prior to beginning their volunteer efforts. Volunteers will be required to update the background

check every **three years** at the expense of the volunteer. Annually, a list of individuals approved by the school principal must be submitted to the Superintendent for recommendation to the Hampshire County Board of Education for their approval.

Retired Hampshire County School employees who volunteer without a break in service are not required to have a background check.

Review Schedule: This policy shall be reviewed in accordance with the Policy Review Schedule.

ADOPTED: September 4, 2018