**2110- R Use of Volunteers**

The Edenton-Chowan Board of Education will make every effort to obtain volunteers who contribute to the intellectual, physical and/or emotional progress and the well-being of the schools. The Board believes that a safe and secure learning and working environment should be provided for all students and staff. The Board further believes that employees and volunteers should be role models for students and should positively represent the Edenton-Chowan Public Schools in the community. These beliefs reflect the fundamental principle that anyone who directly or indirectly has contact with children is in a unique position of trust in this society. Therefore the screening of volunteers is crucial due to the vulnerability of children and will help identify individuals who pose an unacceptable risk to the students, school district, or members of the community.

The Superintendent, or designee, has the authority to limit or exclude individuals from volunteering based on information received on a criminal records background check.

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| A. All volunteer applicants will complete an on-line application and must receive clearance from the Principal or designee before beginning work in a school as a volunteer. Edenton-Chowan Schools employees do not need to register as volunteers. Approved volunteers will be issued an ID card. Volunteers must always have their ID card with them at all times during volunteering and use in conjunction with a government issued photo ID.  |  |
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|  | B. A criminal background check is required of allvolunteers . The criminal background form/application process is located on the school district’s web site at www.ecps.k12.nc.us. |  |
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|  | C. Volunteer applicants with a criminal history may not be approved for clearance as defined in Board of Education Policy 5060 Criminal Records Checks. No individual will be given clearance to volunteer in the school system if he/she is a registered sex offender. In addition, a volunteer applicant may be otherwise denied when it is in the best interest of the school system. |  |
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|  | D. Applicants to be volunteer coaches must, in addition, complete an application/approval process through the Human Resources Department. |  |
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|  | E. A volunteer applicant who will transport students in a vehicle must hold a valid driver's license and have proof of insurance. Volunteer applicants with a prior driving record that demonstrates a risk to the safety or well being of students will not be approved for transporting students. |  |
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|  | F. Volunteers who are transporting students for school-sponsored activities or field trips will be held responsible for injuries to students and others. Before transporting any student in a privately owned vehicle, a volunteer must provide proof of insurance which certifies that his/her vehicle is covered by insurance as required by North Carolina state law. |  |
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|  | G.  Volunteersmust comply with all policies of the Board of Education. In addition, all volunteers must understand the expectations of the school program, the issue of confidentiality, and any special procedures required by a particular school. |  |
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|  | H. If the decision is to deny clearance, the volunteer applicant will be notified by letter, which gives reasons for the denial and describes appeal procedures. The applicant has 14 days from the date of the letter to appeal the decision and/or to provide any corrections to the information used to make the determination. |  |
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|  | I. A volunteer may be removed from service at any time based on the best interests of the school system. |  |
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|  | J. Schools will keep a record of the number of volunteers and their time worked in the school. The school may be required to report this information to the school system's administration.Cross Reference: 5060 Criminal Records Checks |  |