

<b>Administrative Directive Title:</b> <b>Screening School Volunteers</b>	<b>AD Number:</b> <b>4.501.1</b>	<b>Adopted:</b> April 2012 <b>Former Descriptors:</b> BO2
<b>Policy References:</b> <a href="#">Board Policy 4.501</a> – School Volunteers	<b>Revised:</b> 2/14; 8/14; 9/18; 7/19; 11/24	

1 This directive applies to all volunteers, including parents, community members, and organizations  
 2 providing volunteer services within Murfreesboro City Schools. For purposes of this procedure, a  
 3 volunteer is defined as one who voluntarily offers and provides services to a school or the district  
 4 without receiving compensation. School district employees who volunteer are not subject to the  
 5 background check requirements provided herein.

6 All volunteers must be at least 18 years old, unless otherwise authorized for student mentoring or  
 7 similar programs. Volunteers serve only in a supplemental capacity under the direction and  
 8 supervision of a staff member. They are not a substitute for a member of the school staff.  
 9 Volunteers do not have access to confidential student records. Volunteers are expected to adhere  
 10 to all “Volunteer Expectations”.

11 Volunteer placement shall be on the basis of the volunteer’s qualifications, availability, and the  
 12 school’s needs. A volunteer will be assigned to a staff member only with the staff member’s  
 13 consent. Each volunteer shall register in the school’s main office at the beginning of each visit and  
 14 wear a name tag or other identifying badge while in the building. The district reserves the right to  
 15 terminate or decline the volunteer service of any individual at any time.

16 **VOLUNTEER REUIREMENTS AND BACKGROUND CHECKS**

17 The requirements for volunteers prior to volunteering, including the requirement for background  
 18 checks, will be dependent on the type of volunteering to be completed by the school volunteer.

19 Volunteers who (1) have been identified by the Department of Children’s Services as perpetrators  
 20 of child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate  
 21 threat to the health, safety, or welfare of children; or (2) who are listed on the state’s abuse of  
 22 vulnerable persons registry maintained by the Department of Health shall not be approved by the  
 23 principal. Volunteers whose prior criminal history demonstrates a risk to safety or well-being of  
 24 students will be denied the ability to participate in volunteer activities.

25 **Event Volunteers**

26 An “event volunteer” is an individual who provides services to a school in relation to a specific  
 27 event, with limited contact with students while in the presence of a district employee. Single event  
 28 volunteers are not required to complete a volunteer application but must be approved by the school  
 29 principal prior to volunteering. A record of their names and a brief description of the service  
 30 performed shall be maintained via the visitor logs at the building level for the period of the school  
 31 year.

32 If an individual is volunteering on an occasional basis and will be under constant supervision by a  
33 district employee with little contact with students, those volunteers will be limited to the screening  
34 performed by the school through the school visitor software. Examples of school events include,  
35 but are not limited to, school fairs, field days, book fairs, classroom speakers, PTO meetings,  
36 fundraisers, or concessions. Volunteers must remain with a school employee during the entire  
37 volunteer period and are limited to the area of the school building to which they are assigned.

### 38 **Chaperone Volunteers**

39 A “Chaperone Volunteer” is a volunteer that supervises or chaperones field trips and will have  
40 substantial, unsupervised contact with students. Chaperone volunteers must be a relative of a  
41 student in the class attending the field trip and must be approved by the school principal. All  
42 chaperone volunteers must successfully complete a background check, including fingerprinting,  
43 before being authorized to volunteer. Any costs incurred to perform these background checks and  
44 fingerprinting shall be paid by the volunteer. All background checks will comply with district  
45 procedures.

### 46 **Ongoing Volunteers**

47 A volunteer who engages in a consistent, repeated activity throughout the school year or will have  
48 substantial, unsupervised contact with students is required to complete a volunteer application  
49 prior to volunteering. Before a volunteer is approved by the principal, the district shall require a  
50 criminal history background check and fingerprinting of the volunteer. All background checks will  
51 comply with district procedures.

52 Any costs incurred to perform these background checks and fingerprinting shall be paid by the  
53 volunteer. Unpaid coaches who are to hold positions on the supplemented employment list shall  
54 be subject to these same requirements.

Thank you for your interest in volunteering with Murfreesboro City Schools. Volunteers play a vital role in supporting our students, staff, and community. Your contribution of time and effort helps us create a safe and engaging educational environment. To ensure a rewarding experience for both you and the school, we ask all volunteers to adhere to the following expectations. These guidelines are in place to maintain a positive and respectful atmosphere, uphold safety standards, and protect student confidentiality. Please read through the expectations carefully and sign below to acknowledge your understanding and commitment.

1. The role of the volunteer is to support the classroom teacher, the building principal, or other staff member as assigned.
2. Volunteers are expected to be professional and have the ability to work cooperatively with school and district staff.
3. Volunteers must respect the teacher and student's right to privacy. Any problems or concerns regarding the children that volunteers may work with should be discussed only with the teacher/ staff member with whom they are working or the principal.
4. Volunteers must maintain the confidentiality of all student education records and information to which they are given access.
5. Volunteers should only give food, drink or candy to any student if authorized by the student's teacher.
6. Volunteers must refer disciplinary issues or student behavior concerns directly to the student's teacher.
7. Volunteers must notify the principal, counselor, or teacher immediately if a student confides about a situation of abuse or neglect. Staff will assist with necessary follow-up protocols.
8. In the event of an emergency during the course of volunteering, volunteers are expected to follow all directions provided from MCS personnel.
9. Volunteers must appear clean, neat, and appropriately attired.
10. Volunteers must not use or be under the influence of alcohol or illegal substances during the course of volunteering.
11. Smoking and the use of tobacco products on school grounds or while on field trips is prohibited. This includes the use of smokeless tobacco and/or vaping.
12. Volunteers must treat all employees, students, and volunteers equally regardless of gender, race, religion, or culture. MCS will not tolerate any verbal, nonverbal, or physical conduct that harasses, disrupts or creates an intimidating, offensive or hostile environment.

I have read and understand the volunteer expectations outlined by Murfreesboro City Schools. I agree to abide by the guidelines during my time as a volunteer and understand that failure to do so may result in dismissal from volunteer activities.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# VOLUNTEER APPLICATION 2025-2026 SCHOOL YEAR

Thank you for your interest in becoming a volunteer with Murfreesboro City Schools. Please complete the following application. All information is required to ensure the safety and security of our students.

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License or State Identification Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Preference(s) for Volunteer Location(s)?  
\_\_\_\_\_

Preferred dates and times for volunteering: \_\_\_\_\_

Are you a parent/guardian of a student in Murfreesboro City Schools?  Yes  No

If yes, list the name(s) and grade(s) of your child(ren):  
\_\_\_\_\_

Have you volunteered with Murfreesboro City Schools before?  Yes  No

If yes, when and at which school(s)? \_\_\_\_\_

### Background Information:

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you been listed on/or are you listed on Tennessee's abuse of vulnerable persons registry maintained by the Department of Health?  Yes  No

Have you ever had any allegation of child abuse filed in your name?  Yes  No

### Consent and Authorization:

I understand that Murfreesboro City Schools may conduct a background check as part of the volunteer application process. By signing this application, I authorize the district to verify the information provided. I acknowledge that my participation as a volunteer is contingent upon satisfactory background check results.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only:</b>	
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Background Check Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Principal: _____	Date: _____
<i>If background check is required, you must send this form to Human Resources.</i>	
Background check is complete and approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Human Resources Signature: _____	Date: _____