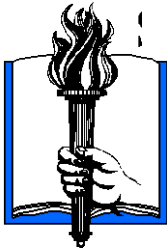


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>School Volunteer Approval Procedure</b>	<b>Descriptor No:</b>  <b>AD BO2</b>	<b>Effective Date:</b>  <b>4/12</b>
<b>Reviewed/Revised:</b>  <b>2/14; 8/14; 9/18; 7/19</b>		

**School Volunteer Approval Procedure**

1 The following procedure applies to use of volunteers at school and for school related activities.

2  
3 A. Volunteer application/vetting process

- 4  
5 1. Occasional volunteer activity in a highly public setting under constant supervision  
6 by a MCS employee with little or no contact with students does not require a  
7 volunteer application or a criminal background check. School administrators  
8 must ensure that these volunteers are never left with students outside the presence  
9 of a school employee. Such activities may include:

- 10
  - School fairs, field days, book fairs
  - Occasional classroom visits or speakers
  - PTA/PTO meetings and fundraising events
  - Athletic Concessions

- 11  
12  
13  
14 2. Regular volunteer activity and volunteer activity with student contact taking place  
15 under constant supervision by a MCS employee requires completion of a  
16 volunteer application and a confidentiality agreement (attached) acknowledging  
17 FERPA (Family Education Rights and Privacy Act) requirements. School  
18 administrators must ensure that these volunteers are never left with students  
19 outside the presence of a school employee. Such activities may include:

- 20
  - Room Parents
  - Class readers
  - Front door reception
  - Front office volunteers
  - Accompanying day field trips when the volunteer is not with students  
21 outside the presence of a school employee

- 22  
23  
24 3. Volunteer activity that involves unsupervised contact with students on or off  
25 campus requires (1) completion of a volunteer application and (2) a criminal  
26 background and fingerprint check through the MCS Human Resources  
27 Department or submission to the Human Resources Department a report detailing  
28 the results of a prior fingerprinting. The Human Resources Department will also  
29  
30

31 coordinate background checks as prescribed under state law through other  
32 reporting agencies. Such activities may include:

- 33 • One-on-one tutoring
- 34 • Overnight field trip chaperones
- 35 • Group leaders/chaperones for day field trips outside a school employee's  
36 presence

37 4. Unpaid coaches and volunteers who are to hold positions on the supplemented  
38 employment list shall be subject to the supplemented activity employee  
39 application process, including but not limited to criminal background check and  
40 fingerprinting process.

41  
42 B. Volunteers whose prior history, including but not limited to criminal history,  
43 demonstrates a risk to safety or well being of students will be denied participation in  
44 volunteer activities involving students. Conditions for denial may include but not be  
45 limited to the following:

- 46 • Appearance on any sex offender registry
- 47 • Conviction of/pleading no contest/pretrial diversion of any felony
- 48 • Conviction of/pleading no contest/pretrial diversion of any misdemeanor that  
49 indicates a volunteer may pose a threat to the integrity or safety of the school  
50 environment
- 51 • Conviction of/pleading no contest/pretrial diversion of DUI, Reckless Driving, or  
52 other related offenses for volunteer drivers
- 53 • A pattern of criminal charges that cause concern that the volunteer may pose a  
54 threat to the integrity or safety of the school environment
- 55 • An administrator's determination that the volunteer's behavior renders that  
56 volunteer's participation in the activity to be inappropriate.
- 57 • Conviction of any offense against a child
- 58 • Conviction of drug related misdemeanors or felonies

59  
60 C. Volunteers subject to the application process or the criminal background/fingerprinting  
61 process described above shall immediately notify an administrator upon any arrest. Upon  
62 notification, if the volunteer wishes to continue participation as a volunteer, the  
63 volunteer's participation shall be reviewed under the standards described in paragraph B,  
64 above.

## School Volunteer Application and Confidentiality Agreement

### (Page 1 of 2: Volunteer Agreement)

School / Program Volunteering For: \_\_\_\_\_

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Full names, grades & school of children in a Murfreesboro City School:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

Do you have any health concerns and/or allergies? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been:

- |   |         |        |
|---|---------|--------|
| 1. Discharged, not-renewed, or banned from any volunteer organization?              | ___ Yes | ___ No |
| 2. Convicted of any misdemeanor felony?   | ___ Yes | ___ No |
| 3. Convicted of any offense that involves drugs or alcohol?                         | ___ Yes | ___ No |
| 4. Presently charged with a crime that is currently pending or not yet adjudicated? | ___ Yes | ___ No |

If any of the above is "yes", please explain:

\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, certify that the foregoing is true and correct. I understand that I am offering to volunteer with Murfreesboro City Schools (MCS) and that MCS may, at its discretion, decline my offer of volunteer services. In the event my volunteer services require a criminal background check under MCS procedures, I may be responsible for the cost of the check and that I may not be reimbursed for this expense. Further, if I am accepted as a volunteer, I agree to the following:

1. I am volunteering without promise, expectation, or receipt of compensation for my services;
2. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized within the scope of my work and that I will abide by all applicable MCS & school policies and procedures and with all applicable laws. I will report to the school Principal or to the Principal's supervisor any individual's or entity's activities that I suspect may compromise the confidentiality of student information.
3. I am under the supervision of the school Principal or another designated supervisor.
4. I will immediately notify the location Supervisor where I volunteer upon being charged with any crime.
5. Any fraudulent application, violation of confidentiality, or any violation of the above provisions may result in termination of my status as a MCS volunteer.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please note, application is not complete until page 2 has been completed by the Location Supervisor.\**

## School Volunteer Application and Confidentiality Agreement

### (Page 2 of 2: Supervisor Approval)

Volunteer Name: \_\_\_\_\_ School Name: \_\_\_\_\_

Signature of school system representative verifying ID (Driver's License or State ID): \_\_\_\_\_

*\*LOCATION PERSONNEL: MUST MAKE COPY OF ID AND ATTACH TO APPLICATION\**

Supervisor, please indicate which tier the volunteer would fall under:

1. Regular volunteer activity with student interaction under contact supervision by MCS employee (ex. room parents, class readers, office volunteers, accompanying day field trips when volunteer is not with students outside the presence of an MCS employee, etc.)	_____
2. Any volunteer activity that involves unsupervised contact with students on or off campus (ex. one-on-one tutoring, overnight field trips, day field trips when not with a school employee, etc.)	_____

*All Tier 2 volunteers MUST be fingerprinted. No Tier 2 volunteer is approved until Human Resources has given clearance. Once you have sent a Tier 2 volunteer to be fingerprinted, notify Alexanna Bragg in Human Resources. She will contact you once the volunteer has been cleared.  
 Tier 1 volunteer applications do **not** require Human Resources' approval.*

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature Confirming Clearance from HR  
 (Tier 2 Only)

\_\_\_\_\_  
 Date