

School principals shall be responsible for implementing and overseeing the school volunteer programs in their respective schools in accordance with the requirements of board policy 5015, School Volunteers, and this regulation. The principal may designate a school volunteer coordinator to serve as administrator and immediate supervisor of the school volunteer program. This regulation is meant to assist in the interpretation and implementation of the board policy 5015, School Volunteers.

I. UTILIZATION OF VOLUNTEERS

A. Volunteer Selection and Assignment

Decisions regarding the selection and assignment of volunteers are at the discretion of the principal, consistent with the following limitations.

1. Principals shall recruit, select, and assign volunteers without regard to race, sex, disability, age, religion, or other characteristic protected by law.
2. All volunteers must be cleared through a reasonable and responsible screening process before undertaking volunteer activities.
3. No individual will be permitted to volunteer in any capacity if he/she is a registered sex offender, has convictions related to child neglect and/or sexually-related offenses, and/or has felony convictions of any type. Additionally, volunteer applicants with non-felony convictions related to drugs, weapons, and/or violence within the past seven years will not receive clearance to volunteer in unsupervised settings with students. Other individuals will be excluded from volunteer service based on their prior history, including but not limited to criminal history and/or driving history, when deemed necessary to protect the health or safety of students, employees, or visitors.
4. Current school employees may serve as volunteers. However, no school employee who is classified as non-exempt under the Fair Labor Standards Act may serve as a volunteer performing tasks that are the same type as the employee's regular work duties. The principal may permit an exception when the employee is the parent of a student participating in the activity for which the parent is volunteering.
5. Principals will receive a list of eligible volunteers.
6. Volunteers shall not have access to confidential data or be assigned to

areas where confidential records or matters are kept or discussed.

7. Volunteers shall not be assigned to provide instruction to students unless under the direction of a licensed teacher or other authorized staff member.
8. Volunteers shall not be assigned or authorized to check out or release students from school.
9. Volunteers shall not be assigned roles that require specific professional training unless the volunteer already possesses such training and/or any necessary licensure or certification.
10. Volunteers shall not be assigned to administer medicines. This does not prevent a volunteer from administering medicines to his or her own child while serving as a volunteer.
11. In addition to the requirements established by the principal and/or this regulation, volunteers must meet any standards applicable to their volunteer assignments as established by board policy, law, State Board of Education policy, NCHSAA rules, or other relevant authority.

II. EXPECTATIONS OF VOLUNTEERS

A. Requirements

Volunteers shall:

1. sign in and out of the building as directed when arriving and departing;
2. wear a volunteer identification name tag at all times;
3. respect strictly the confidentiality of students and refrain from discussing the performance or actions of students except with the student's teacher or principal or others as directed by the teacher or principal;
4. refrain from accessing confidential student or personnel records;
5. follow all reasonable directives of the principal and supervising employee;
6. remain within sight of a school staff member at all times, unless otherwise authorized;
7. report behavioral problems to the supervising staff member;
8. immediately report emergency issues and safety concerns, including suspected incidents of abuse or maltreatment of a child, to the principal or

- other designated person in authority;
- 9. maintain a professional relationship with students;
- 10. comply with all school rules; and
- 11. notify the principal if arrested for, charged with, or convicted of a criminal offense other than a minor traffic violation.

B. Restrictions

Volunteers shall not:

- 1. administer corporal punishment;
- 2. use physical force to maintain order except as may be reasonably necessary in extraordinary circumstances to prevent serious injury to self or others;
- 3. take photos of students unless specifically authorized to do so;
- 4. comment on or post photos of students online or on social media (unless the student is the volunteer's child);
- 5. give students gifts, rewards, or food items of any kind without prior permission of the teacher;
- 6. administer medicine to a student, unless the student is the volunteer's own child;
- 7. take students off campus without written permission of the students' parents and the principal;
- 8. discuss confidential student information with anyone outside of the school;
- 9. use alcohol or illegal drugs before or during volunteer service;
- 10. use personal electronic devices such as cell phones to the extent that it diverts the attention of the volunteer in their capacity as a designated chaperone or supervisor of students;
- 11. bring children, or younger siblings, along when volunteering in the classroom during the instructional day, unless authorized by the principal

**Nothing in this regulation shall be interpreted to mean that any individual has a right to*

volunteer. The Rockingham County Board of Education reserves the right to dismiss or alter the assignment of any volunteer for any lawful reason.