

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Volunteers in the Schools

Series: C55

Reference: W.Va. Code §18-5-13

Issued: 06.17.2004

Revised: 01.20.2005

Revision Number: 1

55.01. Policy. It is the policy of the Board to promote and encourage school volunteers in order to expand and enhance parental and community involvement with schools while maintaining an adequate level of safety and security in Kanawha County Schools. A school volunteer is defined as a non-paid person functioning within the policies of the Board who shall serve under the immediate supervision and direction of the professional staff of the district to whom he/she is assigned. Volunteers shall serve without compensation of any type or other benefits accorded to employees of the district.

55.02. School Volunteers Shall be Approved by the Principal. An individual who wishes to volunteer at a school shall be interviewed and approved by the principal prior to serving at the school. The principal's decision on whether to approve the volunteer candidate shall be based upon the best interests of the school. A rejected volunteer applicant may appeal the principal's decision to the Superintendent or designee whose decision shall be final. Prospective school volunteers, except a parent or legal guardian who is accompanying his or her child's class on a field trip or on another type of occasional extra-curricular activity, shall be interviewed by the principal and must complete all volunteer forms provided to schools including a volunteer enrollment form, a background investigation authorization and release and a volunteer release form.

55.03. Criminal Background Investigation. In order to protect the safety and security of children and school staff, volunteer applicants, except a parent or guardian who is accompanying his or her child's class on a field trip or on another type of occasional extra-curricular activity or a volunteer who will always be supervised by a professional educator and will never be left unsupervised while on school premises, must submit to a criminal background investigation using the person's name, date of birth, gender, race, Social Security number and fingerprints. All persons wishing to volunteer as an athletic coach or who will be tutoring or mentoring students, or who will otherwise be in the presence of students without being supervised by a professional educator, shall be required to submit to a criminal background check. In addition, Kanawha County Schools may elect to request a criminal background check on any person volunteering in the schools as may be deemed advisable, at its expense. A signature from the principal requesting the volunteer is required certifying that the applying volunteer has shown proof of identity. The school requesting the volunteer shall be responsible for the cost of the fingerprint check. The school may require the prospective volunteer to pay the cost of the fingerprint check or may make other arrangements for such payment.. After the initial criminal background check, volunteers must report any subsequent criminal convictions to the principal. If an individual refuses to

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submit to the background investigation, that person shall be ineligible to be a volunteer in the Kanawha County Schools. This includes a refusal to submit to all or part of the background investigation. To provide consistency in the district in determining the appropriateness of individuals working with children, the Department of Human Resources will use the same guidelines currently in place for reviewing criminal conviction(s) or pending charge(s) for employees in determining if a volunteer candidate is accepted or rejected. Any person wishing to volunteer in the schools and who has been convicted of any criminal offense which constitutes a felony must be approved by the Board of Education prior to performing any volunteer activities.

55.04. Training for Volunteers. Before entering into any of the duties as a volunteer at a school, a prospective volunteer must receive appropriate training in sexual harassment prevention, cultural diversity, English as a second language and safety in the workplace. All volunteers are required to have sexual harassment prevention and cultural diversity training annually. All volunteers must also adhere to the requirements of the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.) Any person who wishes to volunteer as a coach for an athletic team must have received training from the West Virginia Secondary Schools Athletic Commission prior to volunteering.

55.05. Volunteer Activities. When a person is engaging in volunteer activities, the person must first sign in at the school office. The volunteer will be issued a volunteer badge, which the individual must wear in a prominent manner at all times when in the school. The individual will be escorted to the location in which he or she will volunteer. When finished with the volunteer activities, the person will be escorted back to the office and will sign out prior to leaving.

55.06. Individuals Receiving a Stipend. A volunteer is an individual who receives no payment for services. An individual who is to receive, or is receiving, a parent stipend or other remuneration is not a volunteer and must be hired and processed through the Human Resources Division.

55.07. Incidental Adult Visitors. This policy shall not apply to adults who visit a school but have no ongoing individualized interaction with a student or students, including, but not limited to, adults who have been invited to speak at a class or assembly, to judge academic competitions, to give a musical performance, or participate in a program, such as "Career Day."

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APPLICATION FOR PARTICIPATION AS A VOLUNTEER IN A KANAWHA COUNTY SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

200 Elizabeth Street
Charleston, WV 25311
(304) 348-7770
Fax: (304) 348-

Kanawha County Schools is an Equal Opportunity Employer and Complies with the Provisions of the Americans with Disabilities Act

Instructions:

1. Print answers in black ink or use a typewriter.
2. Date and sign the application.
3. Use additional sheets of paper if necessary when answering.

1. Print Name:

Last First Middle

2. Phone:

Home Work

3. Address:

Number and Street

City and State Zip Code

(The information requested in items 4 and 6 is used solely to verify identity when checking information in item 10.)

4. Social Security No.

5. Date of Birth:

Month _____ Day _____ Year _____

6. a. Race: _____ b. Sex _____

7. Provide any other names by which you have been known: _____

8. List of States in which you have lived (other than West Virginia) and the approximate dates:

State: _____ Dates: from _____ to _____

State: _____ Dates: from _____ to _____

State: _____ Dates: from _____ to _____

9. Name of the school at which you want to volunteer _____

10. Have you ever been convicted of or paid a fine for any offense (including felonies, misdemeanors, or ordinance violations) or do you have any charges pending, other than minor traffic violations? ____ Yes ____ No If yes, list details below. Use separate sheet if necessary. (NOTE: Convictions are not an automatic bar to participation as a volunteer. Each case is considered on its own merit. Individuals who have felony convictions must be approved by the Board of Education before

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performing any volunteer activities. A conviction not reported can be cause for rejection of an application or dismissal.)

Date	Location	Charge	Court	Disposition of Charge

11. Have you ever been dismissed or asked to resign from any position? _____ Yes _____ No

If yes, please explain fully _____

CERTIFICATE OF APPLICANT: I authorize Kanawha County Schools to make any inquiry of or receive information from any person or organization regarding my suitability as a volunteer and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, and records of convictions. For and in consideration of the release of such information, I hereby forever waive, release, and covenant not to sue any person or organization including Kanawha County Schools, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interests forever. I give this waiver, release, and covenant not to sue understanding that the information obtained may be such as to disqualify me from participation as a volunteer. I understand that such information is sought with confidentiality, and I will not request copies of such information. I also certify that all statements made on this application are true and complete, accurate and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements, or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be effective as the original.

Signature of Applicant

Date

Do you have a child attending a Kanawha County Schools? Yes _____ No _____

Child's Name _____ School's Name _____

WORK EXPERIENCE

List 3 references (include address and telephone number).

1. _____

2. _____

3. _____

WHY DO YOU WANT TO VOLUNTEER? _____

VOLUNTEER EXPERIENCE _____

HOBBIES: _____

ARE THERE ANY RESTRICTIONS THAT WOULD LIMIT YOUR VOLUNTEER ACTIVITY?

Yes _____ No _____ Explain _____

School Preference for Volunteer Assignment (Indicate name of school if interested):

Elementary _____ Middle _____ High _____

TYPE OF WORK PREFERRED (Please check all that apply)

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Library _____	Mathematics _____	Drama _____	Computer Lab Asst. _____
General Classroom _____	Arts and Crafts _____	Home Economics _____	Health Room _____
Tutoring _____	Science _____	Chaperone _____	Playground _____
Reading _____	Music _____	Clerical _____	Maintenance _____
Other _____			

Foreign Language Spoken _____ Instrument Played _____

Days and Times Available

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Person to Notify in Case of Emergency _____ Phone _____

Recommendation of Principal:

Principal

Date