

Policy Code: 5015 School Volunteers

The board recognizes the valuable contributions which school volunteers can make to the learning process and educational goals of the school district. Volunteers are seen as extensions of school staff and contribute to academic growth through meaningful interactions with students. Instructional programs are enhanced through the participation of community members, local business and industry, and parents/guardians of the students. Volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children.

Schools will notify parents/guardians of their right to take four hours of leave from their jobs every year in order to volunteer in the schools as stated in [G.S. 95-28.3](#). District employees shall receive three hours of paid leave per semester in order to volunteer in their children's schools.

The board encourages schools to develop and implement plans for utilizing school volunteers. The superintendent and his or her designees will be responsible for the implementation and supervision of school volunteer programs. School and district volunteer programs must provide:

1. Screening of volunteers based on the amount of contact they will have with students in compliance with policy 5016 (Screening of School Volunteers);
2. Reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students;
3. Training of volunteers, including familiarizing volunteers with applicable laws, board policies (including policy 4040/7310, Staff-Student Relations), administrative procedures and school rules;
4. Coordination and collaboration with school and instructional services staff to support the educational mission of the district; and
5. A requirement that volunteers comply with policy 5020 (Visitors to the Schools).

Efforts and work of school volunteers will be aligned with the district curriculum. All school volunteers will be expected to be professional and dependable in their volunteer activities.

The Volunteers and Partners Office, in conjunction with principals, will recruit volunteers and mentors who reflect the diversity of the student population. An annual report to the Board on recruitment efforts and demographic information on those who volunteer will be made through the Volunteers and Partners Office.

Legal References: [G.S. 95-28.3](#); [115C-36](#), [-47](#); [-203 to 209.1](#)

Cross References: Parental Involvement (policy 1310/4002), Screening of School Volunteers (policy 5016), Participation in Research Projects (policy 5230), Leaves of Absence (policy 7510), District MSA Action Plan, Obj. S.V.Q., Staff-Student Relations (policy 4040/7310)

Adopted:

Revised: 6/6/02, 10/15/2020

Guidelines and Procedures for Volunteers, Visitors, and Chaperones

Volunteers, visitors, and chaperones have many purposes for being in our schools, and our goal is to maintain a welcoming environment for everyone, while also ensuring the safety of students and staff.

Visitors

Any guardian planning to be in the schools to see his/her own child, or to attend a scheduled event, and who will be supervised by staff, will be considered a visitor and will be expected to follow the procedures for visitors at the school. All visitors will need to enter their ID and information into the visitor check-in system at the front desk.

Volunteers

Anyone planning to be in the schools on a regular basis, as either a parent or community member, and will be working with students other than one's own child, will need to do the following:

- Register as a volunteer through the CHCCS Volunteer Department ([CHCCS Volunteer Registration](#)).
- Complete a Criminal Background Check - This can be completed through the CHCCS Volunteer website. <http://bit.ly/chccsbackgroundcheck>. Background checks may take up to 10 days to clear. After clearance email has been received, volunteer badges may be picked up at the Volunteer Office.
- Wear District Volunteer badge at all assigned times while on campus. Badges can be picked up at 125 W. Main St., Carrboro - 3rd floor.
- Sign in at the front desk and enter ID into the visitor check-in system.
- Read and sign a confidentiality agreement.
- Proceed to assigned classroom or location.
- Return to the main office to check out following completion of volunteer assignment.

Chaperones

Anyone planning to be a chaperone for a school field trip will be expected to supervise students other than one's own child and will need to complete a background check. Please follow the link and register as a "chaperone". (<http://bit.ly/chccsbackgroundcheck>)

Anyone planning to attend a school trip with one's own child, but will not supervise other students while there, will be considered a "visitor" with the school and will need to enter his/her ID into the visitor check-in system through the school's main office.

For chaperones and volunteers, the superintendent, with the input of school staff, shall develop alternate methods to verify the identity of parents and guardians who do not have access to state-issued documents. The superintendent shall develop guidelines to permit parents and guardians to participate in field trips and other school activities with their children.

All Volunteers, Visitors and Chaperones

- Stay in sight of a school staff member at all times. There may be exceptions for volunteers and chaperones who have cleared a background check.
- Never take a student off campus without written permission from the parents and the school principal.
- Maintain confidentiality. Information regarding students must not be shared with anyone outside of the school.
- Wear appropriate clothing at school. Clothing that is revealing, or advertises anything inappropriate for children, may not be worn while volunteering.
- Be sensitive to all of the students' various diverse backgrounds, cultural experiences, and

achievement levels.

- Do not administer medications or food to any student.
- Cell phones should be turned off and put away while volunteering. Do not take pictures of students at any time.
- Do not exchange phone numbers or text messages with students.
- CHCCS are smoke-free, alcohol-free, and drug-free zones.
- If you need to miss your scheduled assignment, please contact the CHCCS teacher directly.

If you hear or see anything that may be deemed a threat to the safety of students or staff, contact a staff member immediately and share that information.

If there is a potential threat or unsafe situation, and the school needs to “go on lockdown”, your role as a volunteer is to follow the directions of staff until the lockdown has ended.

To ensure the safest learning environment possible, we ask that all visitors and volunteers please enter the buildings through the main entrance at each school. Staff entering the buildings via other doors, please direct anyone who is not wearing a Visitor or Volunteer badge to the main office to check-in.

Chapel Hill-Carrboro Schools
