Submitted to the School Board for Approval- March 5, 2026

VOLUNTEER POLICY – RULES AND PROCEDURES

I. Introduction

The purpose of this regulation is to set forth the procedures for screening, training and supervision of volunteers within Buncombe County Schools.

II. Procedures

A. All volunteers must have an updated application on file and be approved by the school principal each school year.

B. All volunteers will be held to professional standards for maintaining the confidentiality of student records. The principal/designee will advise volunteers on the issues and importance of confidentiality of student information. Volunteers shall not be granted access to a student's confidential education record.

~~C.~~ Level I Volunteers - ~~No formal screening is required for volunteers who volunteer on a sporadic or occasional basis and who do not have unsupervised contact with students.~~ An approved application is required for volunteers who volunteer on an occasional basis and who do not have unsupervised contact with students. As a general rule, these volunteers will include individuals who help with PTO/PTA fundraising activities, testing proctors, athletic concession sales, school carnivals, fairs, ~~field trip chaperones (does not include overnight field trips)~~ and volunteers who help with campus beautification projects. ~~These volunteers shall be classified as Level I Volunteers.~~

D. Level II Volunteers – In accordance with Policy 7100 Recruitment and Selection of Personnel, ~~A~~ a criminal history check shall be conducted for all volunteers who either may have unsupervised contact with students or who volunteer at a school on a consistent and regular basis. "Consistent and regular" for the purpose of this policy is defined to mean volunteering one or more times per week for a majority of the weeks in a school year. This background check must be completed and approved prior to volunteering. As a general rule, these volunteers will include in-class volunteers, reading buddies, athletic coaches, extracurricular coaches (e.g., such as Odyssey of the Mind), after hours tutors, and ~~overnight~~ all field trip chaperones. These volunteers also include clerical and office assistants who volunteer on a consistent and regular basis. ~~These volunteers shall be classified as Level II Volunteers.~~ Field trip chaperones should expect to supervise one or more students that are not their own child without the supervision of a Buncombe County Schools employee.

~~E.~~ Duties of the Volunteer – All volunteers must fill out a volunteer application through the school. Additionally, principal approved applications for Level II volunteers will receive the link for the Secure Volunteer background check. ~~All~~

~~volunteers must fill out an online application through Volunteer Tracker. Through this online program, a data base is available to the principal/designee for all volunteers assigned to their school.~~

F. Volunteers must register in the school office at the beginning of each school visit. Volunteers shall wear a name tag while on campus.

G. Non-Faculty Athletic Coaches – All athletic coaching positions are considered Level II. All paid or non-paid, non-faculty, volunteer coaches are required to fill out a background check application. Coaches who have a break in service of more than one year will be required to reapply to continue to volunteer. ~~in Volunteer Tracker. All non-faculty coaches will be required to renew their background check application yearly in Volunteer Tracker if they wish to continue to coach from one year to the next.~~

H. Outside Agencies – If volunteers are referred or employed by outside agencies, such as Big Brothers/Big Sisters or Rotary Clubs International, and the agency performs a criminal history check on all of its members, it will not be necessary for the school system to perform its own criminal history check. The school system must obtain written verification from the outside agency verifying that a criminal history check has been performed and that the results were acceptable.

~~I. Criminal History Check – Buncombe County Schools shall conduct a criminal history check on all Level II volunteers in accordance with Policy 7100.~~

~~J. Break in Service – All volunteers will be required to update their online information each year if they wish to continue to volunteer.~~

Replaces Administrative Regulation 314

History of 314R
Adopted-April 7, 2011

Revised and submitted for information on: March 2, 2017
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