

SCHOOL VOLUNTEER POLICY

Chatham Charter School welcomes persons who wish to volunteer their time in schools. In some instances screening, training and supervision of volunteers may be required.

Volunteers are bound by the standards of conduct applicable to school employees. The principal or head master may terminate services of a volunteer at any time if the principal deems it appropriate.

All volunteers shall sign in when arriving on campus, shall wear a school-developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign out when departing the campus.

Training for tutoring and mentoring or other volunteer activities that require special skills may be required. Volunteers should understand the expectations of the school program, the issue of confidentiality, and any special procedures required by the school.

All volunteer activity requires completion of the volunteer application form. In addition, if the volunteer activity involves direct and substantially unsupervised contact with students, then a criminal background check will be required. Examples of activities that require direct and substantially unsupervised contact include, but are not limited too, one-on-one tutoring or instruction, overnight field trip chaperone, extended out-of-school activities, and any activity that may involve access to confidential student information.

Volunteers whose prior history, including criminal history, demonstrates a risk to the safety or well being of students will be denied volunteer status for activities that require direct and substantially unsupervised contact with students. Conditions for rejecting a volunteer's participation in these activities include, but are not limited to, the following:

1. Conviction of a felony;
2. Conviction of any misdemeanor that indicates the volunteer may pose a threat to the integrity or safety of the school environment, or any student at the school; and
3. Registration as a sex offender.

Furthermore, a volunteer who is deemed to be a threat to the security of a school can be barred from the campus by the Head Master or School Principal even if the volunteer has a clear criminal background check.

If a decision to deny volunteer status for activities that require direct and substantially unsupervised contact with students is made, then the volunteer applicant will be notified in writing.

Volunteers who wish to continue to their volunteer status for activities that require direct and substantially unsupervised contact with students must re-apply by completing the Volunteer Form at least annually; however, the Head Master and/or Principal may, in their discretion, require a volunteer to re-apply more frequently if, in their sole discretion, circumstances warrant re-application.

Chatham Charter School Background Check

Chatham Charter School will conduct thorough background checks, including a criminal history check on all employees. This list includes but is not limited to potential employees, substitute teachers, volunteers and any persons who work directly with students. Chaperones who may attend overnight field trips and assigned rooms with students will be included. This will be done in accordance of North Carolina General Statutes.

All persons will be asked to fill out an Employment Background Authorization & Release Form. Chatham Charter will use Background Investigation Bureau, Inc., to furnish background checks. Chatham Charter will absorb the costs for background checks as long as the budget can cover them. If the budget can not continue to cover such costs, the applicants/volunteers will need to pay the costs of such check to Chatham Charter or provide their own.

In the event there is a question about a person's background check which may prevent them from employment or supervision of students the following steps will include:

- Pre-adverse Action letter which gives the person notice of a question which may keep them from employment/working with students, and the right to inspect the report and contact the investigation agency for possible mistakes (includes "A Summary of Your Rights Under the Fair Credit Reporting Act")**
- Action Letter if unable to further consider persons from working/volunteering at Chatham Charter School.**

Adopted: 2/18/11

Board Chair: Julia Brent Milholen

SCHOOL VOLUNTEER INFORMATION

Please return to your child's teacher.

Parent's Name _____ Grandparent's Name _____

Child's Name _____ Teacher _____

Phone (Day) _____ (Evening) _____

Please check the areas in which you will volunteer.

_____ Kindergarten—Work in centers, in small groups and one-on-one.

_____ 1ST-Read aloud, listen to students read, assist

_____ 2ND-Read one-on-one, tutor, assist with math games and arts and crafts

_____ 3RD-Offer remedial instruction, listen to children read, help with arts and crafts.

_____ 4TH-Lead a reading group, assist students with classwork, tutor, assist with arts and crafts.

_____ 5TH-Remedial and clerical assistance..

_____ 6TH-8TH-clerical assistance, run off papers, laminate materials, put up a bulletin board.

_____ Willing to work discuss occupation with occupation with 8th graders.

Occupation : _____

_____ Media. Check out books, reshelve books, put up bulletin boards, assist with book fairs.

_____ Office-clerical assistance.

_____ To work with a particular student each week.

_____ Chaperone field trips.

Please indicate days and specific times you're able to volunteer.

PLEASE SIGN IN AND OUT AT THE OFFICE.

Becky McDaniel
Volunteer Coordinator