VOLUNTEER OPENING LETTER

SCHOOL YEAR – 2011-2012

CONGRATULATIONS on your desire to become a volunteer with the Carteret County Public School System. We appreciate your aspiration to serve the children of our county. Volunteers are a vital and valued part of our system.

This year we are asking that our volunteers download the volunteer application [insert link to application]. *It is imperative that you complete all sections of the application. If you have volunteered in our system previously and/or if you have had the volunteer training it is important that you note this on the application in order to allow us to process your application quickly and efficiently* Your application should be turned into the school secretary and she/he will forward the application to our Human Resources office where the background check will be approved. Upon approval from Human Resources the school will be notified and you may begin volunteering.

In order for you to understand the difference between being a "volunteer" and a "visitor" to the school, the School Board Policy that speaks to each is below for your review. The case may be that you want to be a "visitor" and are confused by the terminology. Hopefully this policy will be helpful to you as you make your decision.

Thank you again for volunteering in our schools. Should you have any questions, please do not hesitate to contact Human Resources.

Sincerely,

Dr. Ralph L. Lewis

Dr. Ralph L. Lewis
Assistant Superintendent for Human Resources

SCHOOL AND COMMUNITY RELATIONS – K-20
VOLUNTEERS IN THE SCHOOLS - POLICY KM

It is the intent of the Carteret County Public Schools to promote and encourage the use of Volunteers in order to expand and enhance parental and community involvement in the schools and to provide additional resources for students and faculty members. While promoting and utilizing Volunteers, the Carteret County Public Schools are committed to maintaining a high level of safety and security.

A. Definition of a Volunteer

A Volunteer under this policy is defined as any individual who volunteers his or her time to the Carteret County Public Schools to provide direct services to, or supervision of, students and who has been approved by the office of Human Resources and the school's principal/designee to act as a Volunteer in that school. Volunteers under this policy have direct contact with students under limited supervision by school staff on a scheduled basis, may spend solitary time with student(s) for short periods of time, may be outside the view of school staff or other adults with students for extended periods of time, and may be used as chaperones on field trips. Examples of Volunteers are, but are not limited to, participating as a tutor during or after school, a mentor, a field trip chaperone or Volunteer driver, a Volunteer coach, a Volunteer with band/chorus/clubs on a scheduled basis, a medical helper, and a scheduled classroom helper.

B. Criminal Background Check

In order to protect the safety and security of children and school staff, all Volunteer applicants must submit to a criminal background check. The process is initiated by an individual completing a Volunteer application. The principal/designee at each school will submit to the Office of Human Resources all Volunteer applications as they are completed. The Office of Human Resources will conduct a ten year minimum criminal background check on all Volunteers by utilizing internet based data or other sources reasonably available. The Office of Human Resources will attempt to conduct such criminal background checks in all states where the Volunteer has resided during the previous ten years. An initial criminal background check must be performed for every Volunteer. After initial criminal background checks are completed and approved, Volunteers must report any subsequent criminal charges and convictions to the principal. Failure to do so will result in that individual being deemed ineligible to work as a Volunteer. At the request of a school principal/designee, Volunteers may be subject to annual criminal background checks.

C. Eligibility

An individual who wishes to volunteer at a school shall be approved by the Office of Human Resources. Individuals whose background investigation reveals a charge, a series of charges or a conviction of a crime more serious than a traffic violation, or a pattern of charges of behavior which is determined by the Office of Human Resources to represent a safety or liability issue, shall be ineligible to be a

Volunteer. Also, any individual refusing to submit to a background investigation shall be ineligible to be a Volunteer.

D. Notification

A letter will be sent from the Office of Human Resources to each applicant whose request for Volunteer status has been denied with a copy sent to the school principal/designee. The decision on whether to approve the Volunteer candidate shall be based upon the best interests of the school and its students.

Approved December 13, 2005

SCHOOL AND COMMUNITY RELATIONS Exhibit 1

VOLUNTEER AND VISITOR GUIDELINES POLICY KM

Purpose

It is the intent of the Carteret County Public Schools to promote and encourage the help of school volunteers in order to expand and enhance parental and community involvement in the schools while continuing to maintain a high level of safety and security.

An individual who wishes to volunteer at a school shall be approved by the principal and the Office of Human Resources prior to serving at the school. The decision on whether to approve the volunteer candidate shall always be based upon the best interests of the school.

A. Application Process

All individuals wishing to serve in a volunteer capacity must complete a Volunteer Application. The principal/designee at each school will submit to the Office of Human Resources all Volunteer Applications as they are completed. A criminal background check will be completed on each applicant and the results will be given to the principal/designee at the school. A letter will be sent from the Office of Human Resources to each applicant whose request for volunteer status has been denied with a copy sent to that individual's school principal.

B. Criminal Background Investigation

In order to protect the safety of children and school staff, all classroom volunteers must submit to a criminal background investigation using the person's name and date of birth. After the initial criminal background check, volunteers must report any subsequent criminal charges and convictions to the principal.

Also an application and criminal background check must be conducted on all volunteer chaperones participating in the following activities

a. all overnight field trips either on or off campus.
b. any field trip which would allow volunteer chaperones to have unsupervised time with students when school personnel are not present; and
c. any field trip which would allow volunteer drivers to transport students other than their own children.

Individuals whose background investigation reveals a charge, a series of charges or a conviction of a crime more serious than a traffic violation or a pattern of charges or behavior which is determined by the office of Human Resources to represent a safety issue shall be ineligible to be a volunteer. Also any individual refusing to submit to a background investigation shall be ineligible to be a volunteer.

The results of all background checks will be held confidential.

Visitors to school are not required to apply or have background checks, but are required to sign in at the school's office and to wear visitor name tags.

Difference between a Visitor and a Volunteer

Visitor	**Volunteer**
Participates in limited student contact with continuous supervision by school staff.	Participates in direct student contact with limited supervision by school staff.
Description	**Description**
1. Always in a highly public setting. 2. Never in a restricted or enclosed area - Staff or adults can enter and observe at any time. 3. No solitary time with students.	1. Participates in school activities on a scheduled basis. 2. Drives students other than their own child(ren) on field trips. 3. May have solitary time with student's for short durations of time. 4. May be outside the view of school staff or multiple adults with students for extended periods of time.
Background Screening	**Background Screening**
Visitors must sign in and be identified by name tag.	Volunteer Application Form. Criminal history records check. Volunteers must sign in and be identified by name tag.

Examples	**Examples**
Visitation or participation in classroom/lunch/school activities on a non-scheduled basis. School fairs. Athletic boosters/band concessions/fundraisers. Resource speakers. Participants in celebration activities. Participants in special days such as Reading Day. Participants in outdoor activities such as a Field Day. PTA activities held during school day. Unscheduled class helper (If class helping become routine or scheduled, visitor is then considered a volunteer.)	Tutoring during or after school. Mentoring. Field trip chaperone or volunteer driver. Coaching sports. Working directly with band/chorus/clubs on a scheduled basis. Working as a medical volunteer. Scheduled class helper/