

AR 4114.5 Volunteer Screening Procedures

September 2013

I. Introduction. The WS/FCS appreciates the services provided to students and staff by its numerous volunteers. The purpose of this regulation is to set forth the procedures for the screening, training and supervision of volunteers (other than WS/FCS employees) within WS/FCS.

II. Responsibility for Screening. The Winston-Salem Chamber of Commerce coordinates the WS/FCS Volunteer Program. School based Volunteer Coordinators/Faculty Advisors must ensure that all volunteers in their school have been properly screened consistent with the requirements set out herein. The Volunteer Coordinator/Faculty Advisor will review the tasks assigned a volunteer to determine the appropriate level of screening. Volunteers who are referred through other agencies are subject to screening requirements consistent with those listed herein.

III. Procedures for Registering as a Volunteer.

A. Every person who wishes to serve as a volunteer in the WS/FCS must register through the WS/FCS online volunteer registration system.

B. Every applicant will be required to check in with the school office to verify their identity before they begin volunteering.

C. Every applicant must undergo a national sex offender registry check; registered sex offenders will not be allowed to volunteer.

D. Applicants wishing to volunteer in roles that allow unsupervised interaction with students must undergo a national criminal background check. Applicants who have been charged with or convicted of the following offenses will not be allowed to volunteer until the charges are dismissed or the conviction is expunged:

1. Murder;
2. Conspiracy or solicitation to commit murder;
3. Rape or sexual offense;
4. Felonious assault with a deadly weapon with intent to kill or inflicting serious injury;
5. Kidnapping;
6. Abduction of children;
7. Crime against nature;
8. Incest;
9. Employing or permitting minor to assist in offense against public morality and decency;
10. Dissemination to minors;
11. Displaying material harmful to minors;
12. Participating in prostitution of a minor;
13. Taking indecent liberties;

14. Solicitation of a child by computer to commit an unlawful sex act;

15. Prostitution;

16. Child abuse; or

17. Any other crime if there is a reasonable and adverse relationship between the underlying conduct and the person's ability to be an effective school volunteer, taking into account the nature, severity, recency of the conviction, and age of the applicant at the time of the incident.

E. Once registered, all volunteers will be screened nightly through the North Carolina Administrative Office of the Courts database. Volunteers charged or convicted of any of the offenses listed in section D may be restricted from volunteering until the charges are dismissed or the conviction is expunged. Volunteers may be asked to provide either the last four digits of their social security number, their driver's license number, or an identification number issued by the state of North Carolina if there is a dispute over a search result from this database.

F. In addition to the requirements of sections D and E herein, an applicant who wishes to serve as a volunteer driver must meet the requirements of [AR 4114.4](#), including the driving license and driving history standards stated therein. Volunteer driver history checks are valid for one year and are to be completed and reviewed each school year.

G. The WS/FCS reserves the right to review volunteer criminal history and/or driving records at any time pertinent information is received that may require an additional review.

IV. WS/FCS Employees as Volunteers. Current and retired employees are eligible to volunteer in the WS/FCS and must register as provided in section III above. An employee is not considered a "volunteer" for the purposes of this policy if he or she is fulfilling his or her regular work duties. However, if an employee wishes to chaperone a field trip in his or her child's school, for example, the employee would be treated as a volunteer while on that trip if doing so is outside of the employee's regular duties.

V. Ineligible Volunteers. All former employees of the Winston-Salem/Forsyth County Board of Education who are either coded as ineligible for rehire, were dismissed from employment, or who resigned in lieu of dismissal are ineligible to volunteer in WS/FCS.

VI. Registration and Name Tag. Volunteers must register in the school office at the beginning of each school visit. Volunteer shall wear a name tag while in the building.

VII. Chamber of Commerce Volunteer Support. The staff in the Volunteers and Partnerships Department of the Chamber will provide referral assistance in developing task descriptions, and will have access to the volunteer's application and other records associated therewith. It also will provide orientation and training to the school level VC/FAs to implement the screening system.

VIII. Confidentiality. Volunteers are to be held to professional standards for maintaining the confidentiality of student records. The Principal or his/her designee will advise volunteers on the issues and importance of confidentiality of student information. Volunteers shall not be granted access to a student's education record other than directory information.

IX. Training and Support. The WS/FCS Human Resources Department is responsible for providing annual volunteer training for Volunteer Coordinators/Faculty Advisors, and regular support throughout the school year as questions and issues arise.

Legal Reference: [42 U.S.C. §5119a](#) (1998); [42 U.S.C. §14501-05](#) (1997)

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Winston-Salem/Forsyth County School System
