

- 5422.1 The Board of Education encourages schools to develop and maintain a strong volunteer program that provides varied opportunities for parents and members of the community to be active partners in support of the instructional program and school climate. The Board encourages schools to be sensitive to a parent's limitation of time and distance from a school which may restrict some parents from volunteer work and to use innovative strategies that support families and their involvement in school-related activities. For example, activities may be developed that allow at-home participation.
- 5422.2 All volunteers will complete an on-line application at a school. Volunteers will apply as Level 1, 2, 3 or 4.
- Level 1: Volunteer activity takes place with supervision and involves little or no student contact.
- Level 2: Volunteer activity takes place in a classroom or other group setting and is supervised by school staff.
- Level 3: Volunteer activity involves direct contact with students under limited supervision by school staff.
- Level 4: Volunteer activity allows unsupervised contact with student(s) on or off campus.
- 5422.3 Criminal background checks shall be required of all volunteers working individually with students under limited or no supervision by other staff (Level 3 and 4 activities) in programs that are sponsored or co-sponsored by the Wake County Public School System, that receive funding from the school system, or that collaborate with the school system.
- 5422.4 Volunteers, whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in Level 3 and 4 activities. Conditions for rejecting a volunteer's participation in Level 3 and 4 activities may include but not be limited to the following:
- Conviction of or Plea of No Contest to any felony.
 - Conviction of or Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the integrity or safety of the school environment.
 - More than one DWI
 - A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- If the Wake County Public School System learns that an individual is a registered sex offender, this individual will be barred from volunteering at all four levels.
- 5422.5 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.
- 5422.6 Schools shall keep a record of the number of volunteers and volunteer hours assisting the school each year and report these figures to the Volunteer Coordinator in Prevention Services.
- 5422.7 Special 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 a particular school.
- 5422.8 Adult volunteers who are transporting students for school-sponsored activities or field trips in a privately owned vehicle should be aware that they may be held responsible for injuries to the students they are transporting. Volunteers must complete Form 1713b, "Notice to Drivers on School Field Trips," which certifies that their vehicle is covered by insurance as required by North Carolina state law before transporting students.
- 5422.9 All volunteers who are transporting students must hold a valid driver's license, have proof of insurance, and undergo a criminal and driving record background check. Volunteers, whose prior driving history, including criminal history, demonstrates a risk to the safety or well being of students, will be denied Level 3 and 4 clearance for transporting students. Criteria for rejecting a volunteer from transporting students may include but not be limited to the following:
- A history of a prior traffic violation or violations that reflect disregard for the safety of self and others.

- Any conviction of DWI within the last 10 years is an automatic denial of clearance to transport students.

- 5422.10 The Board of Education maintains comprehensive general liability insurance which covers the Board, system employees, and school volunteers for liability incurred in the performance of their assigned duties. (Note the vehicle liability exception which is covered in 5422.8.)
- 5422.11 Prior to denial of participation in Level 3 and 4 activities or clearance for transporting students, a volunteer applicant will be notified of the tentative decision to deny access or clearance and the reasons therefore. The applicant shall be given 10 days to contact the Volunteer Coordinator to provide any corrections to the information used to make the determination or to provide extenuating data.
- 5422.12 A volunteer who is deemed to be a threat to the security of a school can be barred from the campus by the Director of Security or the school principal even if the volunteer has a clear criminal background check.
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